Academic Year 2014 - 2015
Volume XXXVIII

Accreditation

Orangeburg-Calhoun Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of Orangeburg-Calhoun Technical College.

For all other inquiries about Orangeburg-Calhoun Technical College, please contact the College at: Orangeburg-Calhoun Technical College, 3250 St. Matthews Road, Orangeburg, SC 29118-8299 803.536.0311, 800.813.6519 (within SC), www.octech.edu.

Member
American Association of Community Colleges

Non-Discrimination Policy:
Orangeburg-Calhoun Technical College does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status in its admissions policies, programs, activities or employment practices. Employee and applicant inquiries concerning the federal laws and their application to the College may be directed to the College's Affirmative Action/Equal Opportunity Officer, the Director of Human Resources, Marie Howell, 3250 St. Matthews Road, Orangeburg, SC 29118, 803.535.1207, who serves as the College's Section 504, Title II, and Title IX Coordinator.

Table of Contents

As president of OCtech, I am excited about the future, both for this institution and the students we serve. We have an exceptional record of preparing our students for good jobs and great careers with over 80 programs of study, and a successful record of transfer opportunities to many of our state's four-year colleges and universities. With some of our most recent accomplishments, we are continuing to serve as a visionary leader in our region and the state. Because of the relationships we have with local employers and the quality of our programs, job placement rates for our graduates are among the best in the state. In addition, we are continually growing our program offerings to meet a diverse set of employment needs for our region. Another important aspect of your college experience involves academic and social support. You will have the opportunity to participate in organizations and programs that exist outside of the classroom that assist you in reaching your goals. I invite you to take advantage of all that the college offers to enhance your educational experiences.

The faculty and staff at OCtech are dedicated to the success of our students and are committed to providing quality programs and services to everyone. Our goal is to enroll students who intend to graduate and are prepared for the workforce of the future. We will provide you with the knowledge and skills that you will need in your chosen career.

I know the future holds exciting possibilities for you as a student and for our graduates as well. OCtech offers many ways for students to get involved on campus. Please join our Facebook and YouTube pages to have the latest information on campus news and events. Best Wishes for your future as a student at OCtech!

Walter A. Tobin

Dr. Walt A. Tobin

Orangeburg-Calhoun Technical College is a member of the American Association of Community Colleges and is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award Associate in Arts, Associate in Science and Associate in Applied Science degrees. It is a comprehensive two-year technical college that provides training of persons for jobs in new and expanding industries, upgrading programs for workers already employed and university transfer opportunities.

The goal of the College is to nurture and cultivate the unique qualities of each student through an interesting curriculum, in an inspiring environment and under the leadership of involved instructors. Class size is small, ensuring that each student receives the individualized attention essential for the realization of his/her potential and with the number one priority being the student's success in school and beyond.

To that end, all courses required for degree, diploma, and certificate graduates relate directly to their majors and to competencies needed for professional advancement after graduation. The opportunity for this type of concentration is one of the primary advantages of attending OCtech.

How To Use This Catalog

Orangeburg-Calhoun Technical College's catalog is a reference guide that deals with almost all aspects of the College — its policies, programs of study, course offerings, services, and faculty. Statements in this catalog are for informational purposes only and should not be construed as the basis of a contract between the student and this institution.

While the provisions of this catalog will ordinarily be applied as stated, Orangeburg-Calhoun Technical College reserves the right to change any provision listed in this catalog, including, but not limited to, tuition charges or academic requirements for graduation without actual notice to the individual student. Every effort will be made to keep students advised of such changes. Information on changes or revisions will be available in the Office of the Vice President for Academic Affairs. It is the responsibility of each student to keep apprised of current graduation requirements for his/her particular program.

Instruction

The cornerstone of all courses offered at OCtech is instruction. Teaching, learning and application are dependent on instruction. The College employs the competency-based education method of instruction. Each course has a fully-developed course syllabus with the individual instructor providing relevant supplemental experiences to each course. Instruction includes classroom, laboratory and individual learning experiences.

General Education Core

Each associate degree and diploma curriculum includes a core of general education courses that either meet or exceed the criteria of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The core for associate degree curricula, at least 15 semester credit hours, includes at least one course from each of the following areas: the humanities/fine arts, the social/behavioral sciences and the natural sciences/mathematics; and provides components designed to ensure competence in reading, writing, oral communication, and fundamental mathematical skills. The core for diploma curricula, at least eight semester hours, is designed to develop communication, computational, behavioral and social science skills appropriate to the occupational purpose of the academic discipline.

Advisory Committees

For each curriculum offered at OCtech, there exists an advisory committee composed of concerned experts in the field from the business, health care and industrial communities. Advisory committees provide a vital link between the community and the College by offering objective evaluations and recommendations regarding program developments and instructional improvement. The role of the advisory committees is advisory in nature, not administrative or policy making.

The implementation of an advisory committee is the most productive and effective method for involving the community in education. Strong academic curricula are a result of involved and contributing committees.

Length of Programs

OCtech operates on the semester system. There are two semesters, fall and spring, and a summer session. The time required for a student to complete a curriculum of study will depend on various factors including the number of courses and semester hours taken each semester, the sequence of courses taken and the individual student's own plans and aspirations. Academic advisors are the students' initial contact for planning their academic programs.

College History

The history of technical education in Orangeburg and Calhoun Counties began many years before Orangeburg-Calhoun Technical College officially opened in 1968. Previous to this date, many citizens were concerned about the future of Orangeburg and Calhoun Counties and felt the need to take action to ensure the counties' growth.

At that time, the two principal economies in the state were textiles and agriculture - both of which were having problems. South Carolina was losing her most valuable resource - her young people - who were taking jobs out of state.

Then Governor Ernest F. Hollings signed legislation in 1961 creating the technical education system. Its purpose was to help encourage economic growth in South Carolina by attracting more industries to the state and to provide job training for South Carolinians who would be employed by those industries.

The South Carolina General Assembly passed legislation in May 1966 creating the Orangeburg-Calhoun Area Commission for Technical Education. This commission was charged with the responsibility of developing and implementing an adequate training program at the post-secondary level. On October 25, 1967, state officials, all of whom had a hand in making the new Technical Education Center a reality, participated in officially breaking ground for the facility, which today is known as Orangeburg-Calhoun Technical College.

On September 16, 1968, Orangeburg-Calhoun Technical Education Center registered its first students, becoming the eleventh South Carolina Center in operation. During the official dedication ceremonies held on May 16, 1969, the late Senator Marshall B. Williams stated that this new education facility "represents the dreams and work of many people in the area."

Charles P. Weber

An important milestone in the development of how the College is recognized today was marked on December 2,1970, when Orangeburg-Calhoun Technical Education Center Director Charles P. Weber announced that the institution had become fully accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

Upon recommendation by the Orangeburg-Calhoun Area Technical Education Commission and approval by the State Board for Technical and Comprehensive Education, the Center's name was changed in May 1974 to Orangeburg-Calhoun Technical College. The purpose of this change was to more accurately reflect the College's post-secondary education mission. The director's title was changed to that of president at the same time.

The campus, built on land that had previously been a dairy farm, included 84,232 square feet of classrooms, labs and administrative offices. In early 1974, an expansion program, estimated to add 140,000 square feet of usable space, was begun. The new additions housed administrative offices, student personnel services and a learning resource center. These buildings were dedicated in 1978 to two men recognized for the vital roles they played in the success of technical education. The Gressette Learning Resource Center was named in honor of Senator L. Marion Gressette of St. Matthews, and the Williams Administration Building in honor of Senator Marshall B. Williams of Orangeburg.

Ben Wetenhall addresses audience at the 1978 dedication

Since its inception, Orangeburg-Calhoun Technical College has continued to seek new avenues for growth both academically and technically; and in 1988 the College marked its 20th anniversary with the opening of the Health Sciences Building. After 11 years in the planning stage, this 32,430 square foot, $3.3 million symbol of continuous commitment to quality health care training began holding its first classes in September 1988.

In January 1993, the College dedicated buildings to its three OCtech Area Commission charter members. In a ceremony marking the occasion, the Industrial/Technology, Business/Computer Technology and Faculty Administration buildings were named in honor of Joe K. Fairey II, John O. Wesner, Jr. and Ben R. Wetenhall, respectively.

The Distance Learning Center brought video conferencing capabilities to the OCtech campus in 1996. This interactive center is connected to all 16 colleges in the South Carolina Technical Education System, giving them the technological ability to work with one another by providing additional services and educational programs, not heretofore available to their respective communities. The system-wide video conferencing capability also allowed the 16 colleges in the System to offer a more comprehensive selection of educational opportunities in a cost-effective manner while avoiding duplication within their service areas.

After receiving full approval to proceed with its distance learning initiatives by the Commission on Colleges of the Southern Association of Colleges and Schools in early 1998, OCtech began optimizing use of its new technology by pioneering a program, which offered college credit courses over the Internet. In taking this bold new step, OCtech opened up limitless educational opportunities to the community.

College History

In 2001, the College developed a comprehensive five-year strategic plan to continue to move the College forward in educating and training the community. This plan was reviewed and updated yearly. The second five-year plan was developed in 2007 through a cooperative effort of faculty, staff, students, and the community.

OCtech broke ground for a 37,000 square foot, $5.2 million Student and Community Life Building in 2002 and cut the ribbon on its new Student and Community Life Center in 2003. Student Services, Planning, Development and Research offices, as well as the president's office are housed in this building. In 2012, OCtech renamed the building Patrick Student Services to honor Larry W. Patrick who served on the College's governing board for more than 40 years.

Orangeburg-Calhoun Technical College completed extensive renovations to both the Gressette and the Williams buildings in 2004. The Math and Science Center was formally opened in December 2006 with needed laboratories, classrooms, lecture halls and a 400 seat auditorium.

OCtech reached another milestone in August of 2009 by enrolling a record of 3,252 students for the fall semester.

The Anne S. Crook Transportation and Logistics Center, named in honor of the former president, opened on May 10, 2010. This state of the art 25,000 square foot building houses the Corporate Training and Economic Development offices as well as classroom and laboratory space for welding, mechatronics, truck driver training and logistics programs.

Continuing to grow, the College opened the Orangeburg-Calhoun Technical College QuickJobs Development Center in the summer of 2010.

Located strategically in the Global Logistics Triangle of I-26, I-95, and Highway 301, Orangeburg-Calhoun Technical College is moving forward to provide leadership and training in Advanced Manufacturing, Transportation, and Logistics. The College continues to strive to fulfill the mission of the College by providing opportunities and services for the citizens of Orangeburg and Calhoun Counties.

MISSION

The mission of OCtech is to provide relevant training
and education in a flexible environment
that promotes success and self-reliance for students,
and fosters economic development for the region.

Approved by the Orangeburg-Calhoun Area Technical Education Commission, March 18, 2014

BELIEF

Orangeburg-Calhoun Technical College
pursues its mission through what we believe in:

Students as our priority
Excellence in education
Respect for diversity
Valuable work skills that create opportunities
Innovative technology
Commitment to community
Employees dedicated to quality.

VISION

Engage. Empower. Transform.

College Student Success Metrics

The programs that make up the offerings of Orangeburg-Calhoun Technical College (OCtech) are designed to fulfill the College mission. The following 2013-14 Student Success Metrics are evidence that the College is indeed meeting its stated mission.

1. 2013-14 Enrollment
Fall 2013 – 3,013
Spring 2014 – 2,532
Summer 2014 – 1,259

2. 2013-14 Placement
Placement data for the College is submitted one year following graduation, and graduates are tracked six months following graduation to determine College placement. The placement data for 2013-14 was 92.15%.

3. 2013-14 Licensure
The success rate of students taking professional licensure exams for the first time is reported annually between April 1, 2013, and March 31, 2014. For the 2013-14 year, the professional exam licensure rate for first-time examinees from OCtech was 90.1%.

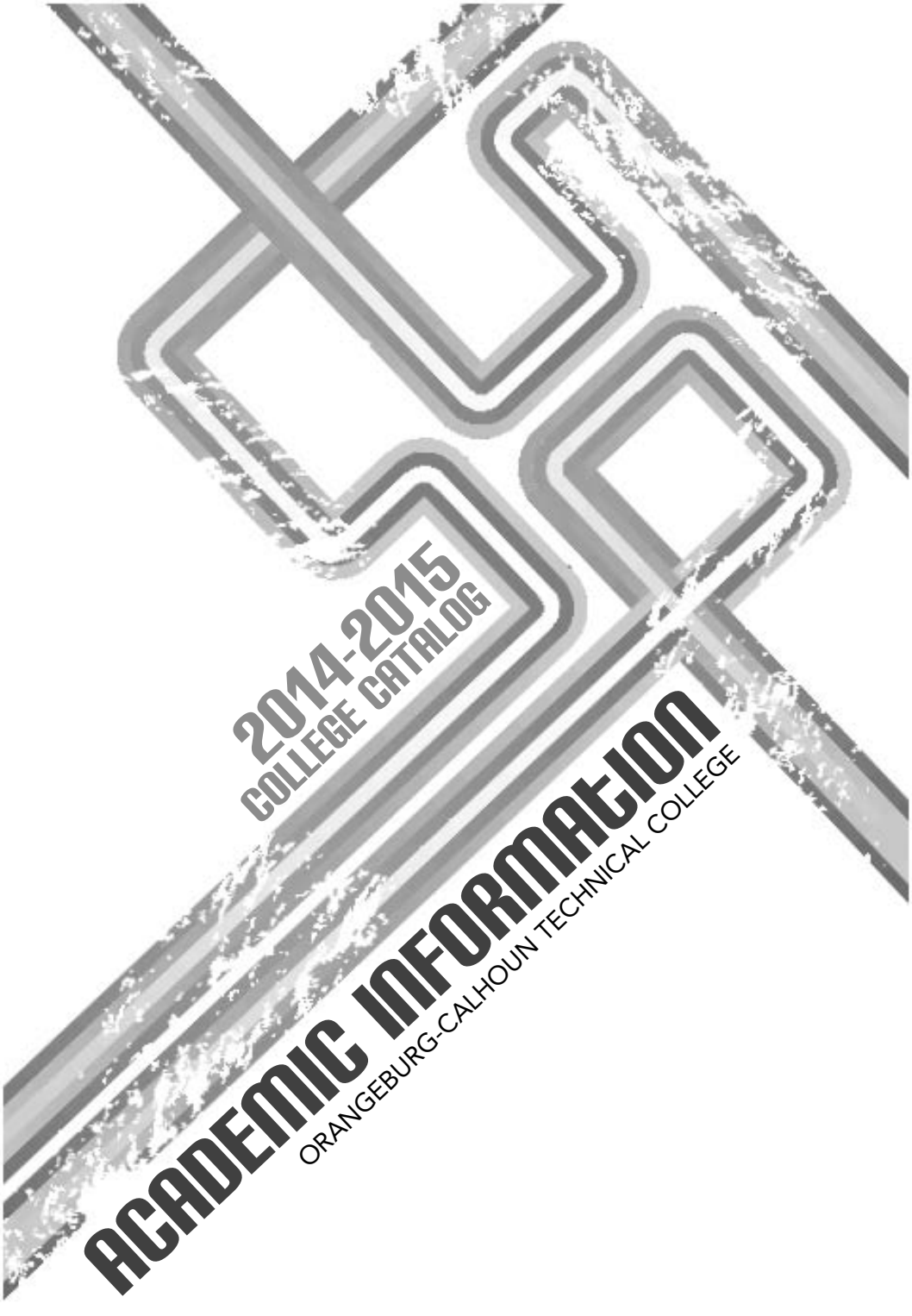
4. 2013-14 Credentials
There were 435 OCtech credentials awarded to 369 graduates from July 1, 2013-June 30, 2014. This information was reported in the program evaluation report in July 2014.

5. 2013-14 Persistence
Persistence is the number of students who enroll in a program in the fall who continue their enrollment into the spring semester. The persistence rate for OCtech students in 2013-14 was 68.0%.

6. 2013-14 Retention
The South Carolina Technical College System computes Fall-to-Fall Retention for all sixteen of its Colleges. Fall-to-Fall Retention includes the following fall enrollment or the by fall graduation of the students at each college. This number does not include students who transfer out. The retention rate reported for OCtech was 51.3%.

General Education Student Learning Outcomes
The College also fulfills its mission by ensuring that students meet the following General Education outcomes:
Outcome 1 - Effectively understand and create written communications.
Outcome 2 - Listen for understanding and express views orally.
Outcome 3 - Use a variety of critical thinking skills to evaluate and solve problems.
Outcome 4 - Have research skills necessary to locate, analyze, and synthesize information.
Outcome 5 - Understand contemporary social values.

National Measure Results: WorkKeys National Career Readiness Credential (NCRC)
141 participating graduates earned 58 Gold, 80 Silver, and 3 Bronze NCRC Certificates.


2014-2015
COLLEGE CATALOG
ACADEMIC INFORMATION
ORANGEBURG-CALHOUN TECHNICAL COLLEGE

Orangeburg-Calhoun Technical College 2014 - 2015 Academic Calendar

2014 FALL SEMESTER

June 11	INSTANT ADMISSION DAY
August 4	FALL 2014 SEMESTER - deadline for students to register and pay tuition in full to avoid schedule cancellation
August 5	Late Registration Begins & Late Fees Apply for FALL 2014
August 6 & 7	Adult Education Orientation
August 15	NO CLASSES - Faculty/Staff Work Day
August 15	FALL FULL TERM & AUGUST MINI SESSION - deadline for students to register and pay tuition in full
August 18 – Dec. 17	FALL FULL SEMESTER CLASSES BEGIN/END (16 weeks)
August 18 – 22	Late Registration & Schedule Changes - LAST WEEK TO ADJUST FALL FULL SEMESTER SCHEDULE
August 18 – Oct. 9	AUGUST MINI SESSION CLASSES BEGIN/END (8 weeks)
August 27	INSTANT ADMISSION DAY
September 1	NO CLASSES - College Closed
September 5	NO CLASSES - Faculty and Staff Work Day – FALL CONFERENCE
September 12	SEPTEMBER MINI SESSION - deadline for students to register and pay tuition in full
September 15 – Dec. 17	SEPTEMBER MINI SESSION CLASSES BEGIN/END (12 weeks)
September 24 & 25	Adult Education Orientation
October 13 – 16	NO CLASSES - Fall Break - Faculty Non-Work Days
October 14	OCTOBER MINI SESSION deadline for students to register and pay tuition in full.
October 20	Academic Advisement and Registration for SPRING 2015 classes begins for new & current students. All current students schedule an appointment with their faculty advisor to select SPRING courses. Current students should log into their OCtech Connect account and go to "Who is my Advisor" to contact their advisor via e-mail. No a dvisement on Fridays for current students. New students will be advised and they will receive help with registration in the Advising Center.
October 20 – Dec. 17	OCTOBER MINI SESSION CLASSES BEGIN/END (8 weeks)
October 20 – 23	Student Evaluation of Instruction
November 4	NO CLASSES - Election Day – COLLEGE CLOSED TO PUBLIC - Optional Faculty Work Day
November 6	Faculty/Staff Meeting – 3:30 P.M. – R Auditorium
November 12	INSTANT ADMISSION DAY
November 19 & 20	Adult Education Orientation
November 26, 27	NO CLASSES - Faculty Non-work days
November 27, 28	NO CLASSES - College Closed - Thanksgiving Holidays
December 3	Graduation Applications Due
December 15, 16, 17	FALL 2014 Examinations
December 15	SPRING 2014 SEMESTER deadline for students to register and pay tuition in full to avoid schedule cancellation
December 16	Late Registration Begins and Late Fees Apply for SPRING 2015
December 16	Adult Education Winter Graduation
December 18	NO CLASSES - Grades due by 9:00 a.m.
December 19	NO CLASSES - COLLEGE CLOSED TO THE PUBLIC
December 22 – Jan.2	NO CLASSES - Christmas Holidays – College Closed

2015 SPRING SEMESTER

December 16	Late Registration Begins and Late Fees Apply for SPRING 2015
December 19 – Jan. 2	ONLINE REGISTRATION ONLY
January 5 – 16	Late registration for new & current students continues on campus. Late fees apply.
January 8	SPRING STUDENT ASSEMBLY AND PROGRAM EXPLORATION
January 8	SPRING 2015 FULL & MINI SESSION deadline for students to register and pay tuition in full.
January 12 - 16	Late Registration & Schedule Changes - LAST WEEK TO ADJUST SPRING FULL SEMESTER SCHEDULE
January 12 – May 7	SPRING FULL SEMESTER CLASSES BEGIN/END (16 weeks)
January 12 – March 7	JANUARY MINI SESSION CLASSES BEGIN/END (8 weeks)
January 19	NO CLASSES - Optional Faculty Work Day
January 21	INSTANT ADMISSION DAY
January 23	NO CLASSES - Faculty/Staff In-service
January 29	FEBRUARY MINI SESSION deadline for students to register and pay tuition in full
February 2 – May 8	FEBRUARY MINI SESSION CLASSES BEGIN/END (12 weeks)
February 4 & 5	Adult Education Orientation
February 26	MARCH MINI SESSION deadline for students to register and pay in full
March 5	Graduation Applications Due
March 9 – 12	NO CLASSES - Spring Break - Faculty Non-Work Days
March 16	Academic Advisement and Registration for SUMMER/FALL 2015 classes begins for new & current students. All current students schedule an appointment with their faculty advisor to select SUMMER &/OR FALL courses. Current students should log into their OCtech Connect account and go to "Who is my Advisor" to contact their advisor via e-mail. No advisement on Fridays for current students. New students will be advised and they will receive help with registration in the Advising Center.
March 16 – May 7	MARCH MINI SESSION CLASSES BEGIN/END (8weeks)
April 1 & 2	Adult Education Orientation
April 6 – 9	Student Evaluation of Instruction
April 8	INSTANT ADMISSION DAY
May 4	SUMMER SEMESTER 2015 deadline for students to register and pay tuition in full to avoid schedule cancellation
May 5	Late Registration & Late Fees Apply
May 5, 6, 7	SPRING 2015 Examinations
May 8	NO CLASSES - Grades Due by 9:00 a.m.
May 12 – 14	NO CLASSES - Faculty Work Days
May 14	SUMMER 2015 TUITION must be paid in full to avoid student schedule cancellation for summer
May 14	Graduation 7:00 p.m.

Open Admissions

Orangeburg-Calhoun Technical College operates as an open admissions college as required by the 1976 Code of Laws of South Carolina, as amended. Consistent with statutory requirements and existing policies, OCtech makes every effort to minimize geographic, financial and scholastic barriers to post-secondary curricula and services offered by the College. A high school diploma (or GED certificate), though desirable, is not a prerequisite for admission to the College, but may be required for specific curriculum admission and federal financial aid.

Entrance Requirements

Orangeburg-Calhoun Technical College has an "open door" admissions policy which allows students who meet the following requirements to enroll:

1. Graduates holding diplomas from secondary schools upon presentation of certified credentials.
2. Students 18 years of age or older, not possessing a high school diploma, but who can present evidence of being able to successfully pursue, and to profit from, the proposed course of study. Placement tests will be used as a counseling tool to help the student determine the course of study in which he or she has the greatest possibility of experiencing success.
3. Under certain circumstances approved by the College President, an applicant under the age of 18, who has not graduated from high school, may be considered for enrollment through a special agreement between the College and the principal of the school where the applicant is attending or last attended.
4. Applicants must meet an established minimum reading score to be admitted to Associate Degree and Diploma programs, as well as to Certificate programs that require general education competencies. Applicants who do not possess minimum reading competencies for selected programs may require further assessment or referral to other community agencies prior to enrollment at OCtech.

Special Admissions Requirements for Nursing and Health Science Program Applicants

Nursing and Health Science programs have special admissions requirements. Admissions requirements may be obtained by attending a Health Information Program Session. All applicants are required to attend a session as part of the admissions process. Participants also have the option to participate in the online Health Information Session if they are unable to attend a face to face session. A listing of scheduled sessions and information on how to access the online session can be obtained online at www.octech.edu under the Admissions tab.

Due to the limited availability of admission slots in these programs at OCtech, curriculum admission is competitive; and applicants are advised to apply early. OCtech seeks to identify students who can achieve at an appropriate level in the curriculum as well as achieve diversity among its student population.

General Admissions Procedures

To be accepted as a student at OCtech, an applicant must complete the following requirements:

1. Complete a free application, which can be obtained from the Office of Admissions, or apply online at www.octech.edu.
2. Take the college placement test designed to aid counselors and advisors in determining the best course of study for each student. Qualifying ACT or SAT scores may also be presented in lieu of the college placement test. Please contact the Office of Admissions for details on the required scores.
3. Request official high school or GED transcript. Request official college transcripts from all colleges attended.
4. Complete the Free Application for Federal Student Aid (FAFSA) at www.FAFSA.ed.gov.
5. Meet with the Advising Center Staff to register for classes during the scheduled registration period.

Each curriculum has established admissions criteria. The applicant should apprise him/herself of these through contact with a member of the Admissions staff. Students will receive notification of acceptance by the Office of Admissions.

Dual Majors

OCtech students have the option to declare a dual major in a related program if they meet the admission requirements for the academic programs being requested as dual majors. Admission requirements for a dual major may require proof of high school graduation or GED and/or qualifying test scores on the SAT, ACT, or OCtech's placement test. Dual majors are permissible in more than one academic division when the student meets admission requirements for each academic program, and when the programs are related and deemed complementary. To declare a dual major, a student must complete a "Dual Major Request Form," and submit it to the appropriate Division Dean(s) for approval. The Vice President of Academic Affairs must also approve the request prior to its submission to the Registrar's office. Student major updates submitted prior to or during drop/add week of the current semester are effective in the current semester. Student major updates submitted after drop/add period are effective in the next semester. Students must achieve a minimum 2.0 grade point average to graduate from any academic program at OCtech, including a dual major.

Readmission

Former students who desire to re-enroll at the College must adhere to the following guidelines:

1. Any student who interrupts his/her education at OCtech for three or more consecutive semesters must re-apply to the College through the Office of Admissions and must re-enter under the admission criteria in effect at the time of application for re-entry.
2. Any student, who has been suspended for academic reasons must refer to the guidelines under the Academic Suspension Policy to re-apply.
3. A student, who has been dismissed for disciplinary reason, may be re-admitted at the discretion of the Vice President of Student Services with the required approval from the College President and Vice President of Academic Affairs.

Senior Citizens Enrollment

Senior citizens 60 years old or over, who are not employed full time, may enroll in courses free of charge on a space available basis during the established late registration period each term. The College will waive the tuition cost, but all other charges relating to the cost of taking the course (books, supplies, registration, and enrollment) will be the responsibility of the senior citizen.

The late registration period is published each term; however, in classes with high demand, the late registration period may be extended and the senior citizen may not be permitted to register until after the add/drop period has ended. Adjustments to registration during the late registration periods are necessary to ensure that currently enrolled degree-seeking students have access to courses necessary to complete degree requirements. Identification of high demand courses is established on a term-by-term basis after the last day to register prior to the start of classes.

International Students

Orangeburg-Calhoun Technical College is authorized by the United States Immigration and Naturalization Service (INS) to enroll non-immigrant international students. Admission of international students must comply with federal and state regulations pertaining to international student enrollment in U.S. colleges.

International students must meet the following criteria to be considered for admission:

A. Complete an admissions application.
B. Meet minimum scores from Test of English as a Foreign Language (TOEFL). Minimum scores are accepted from any one of 3 testing formats that include:
    1. Paper Based Test – score 500
    2. Internet Based Test – score 61
    3. Computer Based Test – score 173
C. Provide official English translations of secondary and post-secondary transcripts, including certification of high school graduation from a certified US translation agency. Any costs associated with interpretation and translation of transcripts will be the responsibility of the applicant.
D. A detailed statement of financial resources from a recognized financial institution indicating sufficient funds to finance education, living expenses and return trip home. The student may also submit a notarized statement from an American citizen claiming financial responsibility for his/her academic expenses.
E. Score report from Scholastic Aptitude Test (SAT) or OCtech's Placement Test.
F. Evidence of Health Insurance coverage that is valid for claims submitted while in the United States.

Upon notification of admissions eligibility, the student must submit an advance deposit of tuition for two semesters. Upon receipt of the advance deposit or tuition, the College will begin the process to register the applicant as a student with the Immigration and Naturalization Service (SEVIS) and issue the I-20 to the applicant.

Information about TOEFL may be obtained by the applicant at the nearest American Embassy Consulate Office or directly from TOEFL, Box 899, Princeton, New Jersey 08540.

Information about the SAT may be obtained by the applicant at the nearest American Embassy, Consulate Office, or directly from SAT, Foreign Edition, Box 1025, Berkeley, California 94701.

International transfer applicants will be required to meet all admissions criteria for new applicants. In certain cases, placement examination score requirements may be waived at the discretion of the Vice President of Student Services for an international transfer applicant who can supply official documentation of having earned twelve (12) credit hours or more with a cumulative GPA of 2.0 from an accredited post-secondary institution within the United States.

Enrollment of a new or transfer international applicant will occur only after the Vice President of Student Services has confirmed the prior institution has released the student for transfer in the SEVIS system monitored by INS. The student must also provide the Vice President of Student Services with a copy of the I-94 form to be kept in the student's permanent file, indicating the F-1 student status.

International students must comply with all United States Department of Immigration requirements.

NOTE: Admissions may be denied to an international transfer applicant with less than a 2.0 GPA, regardless of the total credit hours earned. In addition, the international transfer applicant must supply the Vice President of Student Services with a letter from his/her previous institution indicating the applicant is in good academic standing and in compliance with the Office of Immigration and Naturalization Regulations to transfer.

New Student Advising

The purpose of academic advising is to assist the student in planning his/her program of study so that all degree, diploma or certificate requirements can be completed.

1. New students will meet with an academic advisor in Student Services prior to their first semester and through the initial add/drop period. If a new student wishes to change his/her schedule, drop a course, add a course, inquire about remaining courses in his/her program, or make any changes in that program, he/she must see the Advising Center Counselor FIRST.
2. Students make an appointment with an Advising Center Counselor (or walk in).
3. The Advising Center Counselor will engage in life/career exploration to make sure that the student is in the correct program.
4. The Advising Center Counselor will discuss program/degree requirements, placement based on SAT/ACT/Transfer credit/COMPASS test results, and create a first semester academic plan, and offer additional test preparation options.
5. The Advising Center Counselor will explain the advising process.
6. The Advising Center Counselor will discuss next steps, including Online Orientation and OCtech Connect/Campus Cruiser and registration.
7. An Advising Center Counselor will usually be able to assist with a variety of academic problems or concerns. Professional counselors are available Monday – Thursday 8:00am-6:00pm and Friday 8:00am-1:30pm with limited staff. Students are urged to make an appointment with an Advising Center Counselor to explore career options and discuss academic choices. Confidentiality is assured at all times.

Prior to the second semester of enrollment, students will be assigned a faculty advisor who will be available each semester to help plan a program of courses and will generally be the major source of contact. Some courses are offered only once a year. Faculty advisors can inform students of these, if applicable.

Change of Name, Mailing or Email Address

It is the obligation of every student to notify the Student Records Office in the Student Services Center of any change in name or address. A picture I.D. with current information is required in order to make such a change. Failure to make this required change may cause serious complications in the handling of student records, tuition, refund payments and communication with the College in general.

It is also vital for students to ensure that the College has his or her email address on file in order to aid in the prompt delivery of important notices or opportunities.

Course Placement Services

OCtech has adopted The American College Testing Program's COMPASS to help students succeed in their educational goals. The Skills Assessment scores are used to place students in designated entry-level courses or in educational programs designed to upgrade academic skills. The COMPASS is administered on a walk-in basis Monday - Thursday. The first testing session is free of charge, though there will be a fee assessed for the second and subsequent attempts within that five year period. The test scores are only good for five years from the date in which the student is applying.

Transient students, students applying as a Career Development student and those taking Continuing Education or Community Interest courses are not required to take the COMPASS. If the Career Development student is seeking to take transfer courses, then they will be required to take the COMPASS placement test. For additional information, contact the Office of Admissions.

Compass Academic Assessment Policy

The Assessment Program was developed as a procedure for evaluating the academic capabilities of students seeking a degree, diploma, or certificate. It consists of reading comprehension, writing skills, and numerical skills components. The assessment test is administered at the College on a regularly scheduled basis and available at supervised ACT Compass Testing Centers across the county. Results are evaluated for placement in courses which are best suited to the student's individual abilities and needs.

All applicants must participate in the Assessment Test unless they qualify for placement based on the criteria below:

1. Applicants who provide qualifying ACT or SAT scores. Each curriculum of study has designated minimum ACT and SAT scores which are required for course placement.
2. Applicants for designated certificate programs.
3. Career Development applicants. Candidates who are applying for admission to take up to, but not more than, 18 credit hours and who are not pursuing a degree or diploma, may be admitted as Career Development students to take specific courses in a technology. Career Development applicants must participate in placement testing if they wish to enroll in University Transfer English and mathematics curriculum courses.
4. Transfer and readmit applicants who fall into one of the following categories:
   A. Those who have earned a grade of "C" or better in applicable post-secondary reading, social, behavioral or life science, English and mathematics courses. If the applicant does not have a "C" or better in one of the three areas, the applicant is required to take that part of the Assessment Test which is needed for course placement.
   B. Those who have previously taken OCtech's Assessment Test within five years prior to the start of the term in which they are applying, or possess qualifying ACT or SAT scores.

Assessment Retest for Applicants Scoring Below Curriculum Entrance Levels

Applicants who do not achieve the minimum score for curriculum entrance may request to schedule a retest. The retest may be scheduled any time during the designated testing times. Applicants, who retake the assessment test and remain ineligible for placement into their curriculum course, may have to start with developmental courses first and then, once completed, begin their curriculum courses. Those who desire a retest will be assessed a testing fee.

Students are encouraged to take a COMPASS prep workshop prior to retesting. An Admissions Counselor can assist with available test preparation options.

Articulation and Transfer Opportunities at OCtech

Orangeburg-Calhoun Technical College works closely with public and private high schools in its service area to ensure that students have the preparation they need for college-level work and to succeed in the academic program of their choice. OCtech also works with other institutions of higher education to facilitate students' transfer of credits, both into OCtech and from OCtech to other colleges both in South Carolina and the United States.

Students wishing to transfer from OCtech to another college should contact that college for information about transferability of credits. Because the transfer of credits is always the decision of the receiving institution, OCtech cannot guarantee transfer of all courses; however, articulation agreements are generally accurate guidelines for students. Students should consider these guidelines, which are available in the Office of the Vice President for Academic Affairs. Students wishing to transfer to OCtech from another college must furnish appropriate documentation to the Admissions Office.

Through OCtech's website, students may access SCTRAC (The South Carolina Transfer and Articulation Center). SCTRAC is an online tool which makes it easier to transfer academic credit and evaluate how higher education coursework will transfer among South Carolina's public colleges and universities.

The following is a partial listing of senior institutions that accept credits from OCtech: Charleston Southern University, The Citadel, Claflin University, Clemson University, Coastal Carolina University, Coker College, College of Charleston, Columbia College, Francis Marion University, Lander University, Limestone College, The Medical University of South Carolina, Newberry College, Presbyterian College, South Carolina State University, University of South Carolina and its regional campuses, Voorhees College, Winthrop University, Wofford College and others. See the OCtech website transfer page for complete details.

Cross Registration Policy with OCtech, SC State University and Claflin University (CHEC - Community Higher Education Council)

1. Undergraduate students may participate:
   A. If they are in good standing at their home institution, and
   B. If they have paid full-time tuition and fees at their home institution (and therefore will not have to pay extra tuition for credit courses taken at the host campus),
   C. If after declaring full-time status at their home institution, may register for not more than one (1) free course per semester per institution at the other participating CHEC member institutions.
   D. Provided the course at the host institution is not offered concurrently at the home institution (i.e. not offered at a reasonably scheduled time),
   E. If they meet the prerequisite requirements of the host institution,
   F. If the required approvals are obtained, and
   G. If they are legal residents of South Carolina. Out-of-state students who desire to enroll must pay the difference between the in-state and out-of-state fees.
2. Courses are available under this program only on a space-available basis; registration occurs at the time designated by the host campus.
3. Special fees, such as laboratory and book fees, must be paid to the host institution and are not covered under the cross-registration policy.
4. All courses taken at the host campus will be transcripted, sent to and recorded by the home institution. The grades will be included by the home institution in academic calculations.
5. Any exception to these policies must be approved in writing by the Vice President for Academic Affairs of both the home and the host institutions.

Cross Registration is available during Fall and Spring semesters only.

Transfer Students

OCtech admits students with advanced standing by transfer of credits from other regionally accredited colleges and universities. An official transcript of the work attempted at all post-secondary institutions attended is required to be on file with the Registrar as well as an admissions application for admission. When official transcripts are received at OCtech, the Registrar will review the transcript and award appropriate transfer credit based on the following procedure:

1. The college transfer guide, SC TRAC, and college catalog are used as resources to determine parallel coursework completed at other postsecondary institutions and OCtech.
2. In order to transfer credit, a grade of "C" or better must have been earned in the course from a nationally or regionally accredited college or institution of higher learning.
3. Generally, credits over seven years old may not be accepted; however, they may be received by appealing this decision to the Dean of the Academic Program under consideration.
4. Applicants may transfer as much as 75% of the program requirements, but must complete 25% of their coursework at OCtech.
5. Placement testing may be waived for transfer students who have completed college English, math, natural, social or behavioral sciences courses at accredited colleges with an earned grade of C or better.
6. When questions arise concerning the course title or content, the academic program coordinator at OCtech of the curriculum for which the student is enrolled is contacted to review the transcript. Credit is then awarded based upon the recommendation of the OCtech academic program coordinator.

Transfer Credit Appeal Procedure

OCtech desires to award transfer credit to students to the fullest extent possible within the guidelines of the Transfer Credit Policy of the College. When official transcripts are received, the Registrar will review all transcripts and award transfer credit as appropriate.

The student may appeal the decision of the Registrar to a review committee composed of the Dean of Administration and individual Academic Deans. The decision of the review committee is final.

A written request and justification for an appeal should be addressed to the:
Transfer Credit Review Committee
Associate Vice President for Administration
Orangeburg-Calhoun Technical College
3250 St. Matthews Road
Orangeburg, SC 29118-8299

Any student wishing to transfer credits from OCtech to another post-secondary institution should contact the Director of Admissions or other appropriate personnel of that college to determine the requirements of that institution as well as what courses are transferable. Students are encouraged to obtain in writing the requirements and commitments of that college.

Transfer Policy for Public Two-Year and Four-Year Institutions in South Carolina (Revised 12/2009)

The following policy details the guidelines for transfer of credits between all public two-year and four-year colleges and universities in South Carolina. The policy can also be found on the website of the South Carolina Commission on Higher Education.

The South Carolina Course Articulation and Transfer System serves as the primary tool and source of information for transfer of academic credit between and among institutions of higher education in the state. The system provides institutions with the software tools needed to update and maintain course articulation and transfer information easily. The student interface of this system is the South Carolina Transfer and Articulation Center (SCTRAC) web portal: www.SCTRAC.org. This web portal is an integrated solution to meet the needs of South Carolina's public colleges and universities and their students and is designed to help students make better choices and avoid taking courses which will not count toward their degree. Each institution's student information system interfaces with www.SCTRAC.org to help students and institutions by saving time and effort while ensuring accuracy and timeliness of information.

Admissions Criteria, Course Grades, GPA's, Validations

All four-year public institutions will issue a transfer guide annually in August or maintain such a guide online. Information published in transfer guides will cover at least the following items:

A. The institution's definition of a transfer student.
B. Requirements for admission both to the institution and, if more selective, requirements for admission to particular programs.
C. Institutional and, if more selective, programmatic maximums of course credits allowable in transfer.
D. Information about course equivalencies and transfer agreements.
E. Limitations placed by the institution or its programs for acceptance of standardized examinations (e.g., SAT, ACT) taken more than a given time ago, for academic coursework taken elsewhere, for coursework repeated due to failure, for coursework taken at another institution while the student is academically suspended at his/her home institution, and so forth.
F. Information about institutional procedures used to calculate student applicants' GPAs for transfer admission. Such procedures will describe how nonstandard grades (withdrawal, withdrawal failing, repeated course, etc.) are evaluated; and they will also describe whether all coursework taken prior to transfer or only coursework deemed appropriate to the student's intended four-year program of study is calculated for purposes of admission to the institution and/or programmatic major.
G. Institutional policies related to "academic bankruptcy" (i.e., removing an entire transcript or parts thereof from a failed or underachieving record after a period of years has passed) so that re-entry into the four-year institution with course credit earned in the interim elsewhere is done without regard to the student's earlier record.
H. "Residency requirements" for the minimum number of hours required to be earned at the institution for the degree.

South Carolina Transfer and Articulation Center (SCTRAC)
All two-and four-year public institutions will publish information related to course articulation and transfer, including but not limited to items A through D mentioned above, on the South Carolina Transfer and Articulation Center website (www.SCTRAC.org). Course equivalency information listing all courses accepted from each institution in the state (including the 86 courses in the Statewide Articulation Agreement) and their respective course equivalencies (including courses in the "free elective" category) will be made available on www.SCTRAC.org. This course equivalency information will be updated as equivalencies are added or changed and will be reviewed annually for accuracy. Additionally, articulation agreements between public South Carolina institutions of higher education will be made available on www.SCTRAC.org, will be updated as articulation agreements are added or changed, and will be reviewed annually for accuracy. All other transfer information published on www.SCTRAC.org will be reviewed at least annually and updated as needed.

Statewide Articulation of 86 Courses
The Statewide Articulation Agreement of 86 courses approved by the South Carolina Commission on Higher Education for transfer from two- to four-year public institutions is applicable to all public institutions, including two-year institutions and institutions within the same system. In instances where an institution does not have courses synonymous to ones on this list, it will identify comparable courses or course categories for acceptance of general education courses on the statewide list. This list of courses is available online at www.che.sc.gov as well as on www.SCTRAC.org.

Statewide Transfer Blocks
The Statewide Transfer Blocks established in 1996 will be accepted in their totality toward meeting baccalaureate degree requirements at all four-year public institutions in relevant four-year degree programs. The courses listed in each Transfer Block will be reviewed periodically by the Commission's Academic Affairs staff in consultation with the Advisory Committee on Academic Programs to ensure their accuracy, and the Transfer Blocks will be updated as needed.

For the Nursing Transfer Block, by statewide agreement, at least 60 semester hours will be accepted by any public four-year institution toward the baccalaureate completion program (BSN) from graduates of any South Carolina public associate degree program in nursing (ADN), provided that the program is accredited by the National League for Nursing Accrediting Commission or the Commission on Collegiate Nursing Education and that the graduate has successfully passed the National Licensure Examination (NCLEX) and is a currently licensed Registered Nurse.

Any student who has completed either an Associate of Arts or Associate of Science degree program at any public two-year South Carolina institution which contains the total coursework found in the Arts, Humanities, and Social Sciences or the Science and Mathematics Transfer Block will automatically be entitled to junior-level status or its equivalent at whatever public senior institution to which the student might have been admitted. However, as agreed by the Advisory Committee on Academic Programs, junior status applies only to campus activities such, as priority order for registration for courses, residence hall assignments, parking, athletic event tickets, etc., and not used in calculating academic degree credits.

For a complete listing of all courses in each Transfer Block, see http://www.che.sc.gov/AcademicAffairs/TRANSFER/Transfer.htm.

Assurance of Transferability of Coursework Covered by the Transfer Policy
Coursework (i.e., individual courses, transfer blocks, and statewide agreements) covered within this transfer policy will be transferable if the student has completed the coursework with a "C" grade (2.0 on a 4.0 scale) or above. However, the transfer of grades does not relieve the student of the obligation to meet any GPA requirements or other admissions requirements of the institution or program to which application has been made. In addition, any four-year institution which has institutional or programmatic admissions requirements for transfer students with cumulative grade point averages (GPAs) higher than 2.0 on a 4.0 scale will apply such entrance requirements equally to transfer students from regionally accredited South Carolina public institutions regardless of whether students are transferring from a four-year or two-year institution.

Any coursework covered within this transfer policy will be transferable to any public institution without any additional fee and without any further encumbrance such as a "validation examination," "placement examination/instrument," "verification instrument," or any other stricture, notwithstanding any institutional or system policy, procedure, or regulation to the contrary.

Assurance of Quality
All claims from any public two or four-year institution challenging the effective preparation of any other public institution's coursework for transfer purposes will be evaluated by the staff of the Commission on Higher Education in consultation with the Advisory Committee on Academic Programs. After these claims are evaluated, appropriate measures will be taken to ensure that the quality of the coursework has been reviewed and approved on a timely basis by sending and receiving institutions alike.

Transfer Officers
Each institution will provide the contact information for the institution's Transfer Office personnel, including telephone numbers, office address, and e-mail address, on its website and on www.SCTRAC.org. Transfer office personnel will:

1. Provide information and other appropriate support for students considering transfer and recent transfers.
2. Serve as a clearinghouse for information on issues of transfer in the state of South Carolina.
3. Provide definitive institutional rulings on transfer questions for the institution's students under these procedures.
4. Work closely with feeder institutions to assure ease in transfer for their students.

Statewide Publication and Distribution of Information on Transfer
The staff of the Commission on Higher Education will place this document on the Commission's website under the title "Transfer Policies." In addition, information about transfer, including institutional policies, course equivalencies, and articulation agreements, will be published and distributed by all public institutions through transfer guides and be made available on www.SCTRAC.org. Furthermore, course catalogs for each public two-and four-year institution will contain a section entitled "Transfer: State Policies and Procedures." This section will:

A. Include the Transfer Policy for Public Two-Year and Four-Year Institutions in South Carolina.
B. Refer interested parties to www.SCTRAC.org as well as to the institutional Transfer Guide and Commission on Higher Education's websites for further information regarding transfer.

Advanced Placement and Credit

Students who score a "3" or better on the College Board Advanced Placement (AP) Examinations may receive advanced placement credit.

Orangeburg-Calhoun Technical College complies with South Carolina state law and the South Carolina Commission on Higher Education policy that "students shall receive advanced placement credit for each corresponding course" offered by Orangeburg-Calhoun Technical College.

Advanced credit is awarded for AP examinations; however, credit may or may not be applied to all degree requirements of the College. Specific information on advanced placement examination credit may be obtained in the College Registrar's Office. Information regarding specific credit towards degree requirements may be obtained from the Vice President for Academic Affairs or the student's curriculum Program Coordinator.

Credit for Non-Academic Work of Non-Traditional Students

OCtech classifies non-traditional students as those who are age 20 and over or those who enroll within two or more years after high school graduation. Non-traditional students may receive course credit upon application to the College based on qualifications in any or all of the following four categories:

1. Military Training Credit

OCtech awards exemption credit to an applicant who has completed specialized military occupational training as a member of the Service Members Opportunities College.

The coursework must be applicable to the student's academic curriculum and the training must closely parallel coursework offered by OCtech. Exemption credit is awarded based on the guidelines established by the American Council of Education Guide to the Evaluation of Educational Experiences in the Armed Services.

The College Registrar reviews appropriate military documentation and, upon conferral with the appropriate academic Program Coordinator, awards applicable credit to the student. Credit for military experience is listed as awarded credit on the student's transcript. The Academic Success and Career Center (ASCC) can provide guidance to students in the preparation of appropriate documentation.

2. Credit by Exemption Exam

Exemption Exam Policy - Course exemption exams are given each semester during the add/drop period only. The application for an exemption exam may be obtained from the Student Services Office. The cost of the exam will be the actual credit-hour cost of the course.

Students must adhere to the following guidelines:

1. The student must apply in writing for the examination no later than the end of the regular registration period. This does not include the late registration period at the College.
   A. The application is to be addressed to the Academic Dean of the Division in which the course is offered.
   B. The application must present, either by content or reference, sufficient evidence to clearly indicate that the applicant has previously received training or taken work which is closely equivalent to that given at OCtech in the particular course for which an exemption is requested, and upon which an examination could be warranted.
2. The request for an examination must be approved by the Program Coordinator in which the course is taught, and the Academic Dean in which the course is offered.
3. A grade of "C" or better on the examination will entitle the examinee to receive full credit for "hours taken," "hours earned," and grade points, as well as a grade for the course equaling the examination grade.
4. If the examination is passed successfully, the faculty member administering the examination will submit a signed report to Student Records indicating the following:
   A. Student's name
   B. Course title and number
   C. The letter grade for the course
   D. Credit hours
5. An exemption examination may not be requested for a course previously taken at Orangeburg-Calhoun Technical College.

Students must adhere to the following procedures when requesting an exemption exam:

1. The student must register and pay for the course.
2. The student must apply in writing to the Academic Dean of the course for which the exemption exam is requested.
3. The appropriate Academic Dean must receive the application by the end of the registration period. The application must present, either by content or reference, sufficient evidence to clearly indicate that the applicant has previously received training or taken work which is closely equivalent to that given at OCtech in the particular course for which the exemption exam is requested.
4. The request for an exemption exam must be approved by the Program Coordinator and Academic Dean for which the course is offered.
5. A grade of "C" or higher on the examination will entitle the examinee to receive full credit for the course. The grade will be tabulated into the student's grade point average.
6. If the examination is passed successfully, the faculty member administering the exam will assign a grade and forward to the Student Records Office.
7. If the student fails to pass the exam with a grade of "C" or better, he/she will remain in the course for the duration of the semester and the faculty member will assign an appropriate grade on the grade roster at the end of the semester based on the student's performance in the course for the entire period.

Credit for courses by exemption exam will be listed on the student's transcript with the appropriate letter grade earned on the exam, provided the student earned a grade of "C" or better. Exam results of grade "C" or better are forwarded to the College Registrar for inclusion on the student's transcript.

3. College Level Examination Program (CLEP)

Non-traditional students may receive exemption credit for successful completion of subject area CLEP examinations. CLEP credit is awarded for courses that parallel those taught at Orangeburg-Calhoun Technical College. Credit is awarded based on recommended minimum subject exam scores as outlined in the College Level Examination Program Technical Manual.

CLEP scores are reviewed by the College Registrar who, upon conferral with the appropriate Academic Dean, awards credit for applicable coursework. Awarded credits are listed on the student's transcript for coursework earned by CLEP exam.

4. Experiential Learning Credit

For selected courses, OCtech may award credit for properly documented experiential learning that demonstrates mastery of OCtech course objectives. No more than 25% of program completion requirements may be comprised of experiential learning credit. Students should direct inquiries regarding credit for experiential learning to the appropriate Program Coordinator or Academic Dean.

PURPOSE: To provide students of OCtech the opportunity to receive credit based on experiential learning.

A. ELIGIBILITY
Students who seek advanced standing from the College must be at least 20 years old with a minimum of two years' applicable experience, and currently enrolled in a program of study at the College leading to an associate degree, diploma, or certificate.

B. ADVANCED STANDING INITIATED
Upon request by a student for the awarding of advanced standing credits through documentation of experiential learning, the Program Coordinator will:

1. Determine that the student meets the "Eligibility" criteria.
2. Assist the student in selecting a specific course within the student's curriculum that best matches the student's experience.
3. The Academic Success and Career Center can provide the student with the Experiential Learning application form and explain the specific documentation which must be satisfactorily completed by the student in order to receive credit.

C. REQUIRED DOCUMENTATION
The student must provide the following documentation in support of the experiential credit application:

1. A copy of the curriculum description sheet with the applicable course designated.
2. A copy of the catalog page wherein the course description is contained.
3. A four to five page double-spaced written description of the student's experience. Each aspect of the course description must be specifically addressed within the written description.
4. Written documentation of the experience either through employment records, including a letter from the student's supervisor; certificates of completion, including employment training seminars, etc.; military records; portfolio; or any legitimate source of documentation as may be verified and accepted by the Program Coordinator.
5. Completed Experiential Learning application form.

D. SUBMISSION
The required documentation must be submitted to the Academic Success and Career Center (ASCC) in a bound format for ease of review and to ensure that no pages will be lost. It is suggested that each page be placed in a transparent sheet protector and then all pages may be placed in a three-ring binder. The ASCC staff will facilitate submission of documentation to the appropriate Program Coordinator.

E. APPROVAL PROCESS
The Program Coordinator will review the application and documentation with the student. After submission, the following process will be followed:

1. The Program Coordinator will sign off on the student's application agreeing to the applicability of the student's experience.
2. The Academic Dean will then review the complete documentation and application, and, if appropriate, will sign the application form.
3. The bound packet will be returned to the student via the Program Coordinator.
4. The complete application form will then be sent to the College Registrar for credit to be awarded.

F. CREDIT
No more than 25% of the student's curriculum requirements may be satisfied through experiential learning. Any credit earned may not be transferred to another institution.

Since OCtech operates as an open-door admissions college, the approval or rejection of advanced standing has no effect on the decision to admit an applicant. Applicants and students may not earn through examinations more than 60 percent of the required coursework in their curriculum of study. Students enrolled in an associate degree program are required to complete 25% of coursework at OCtech. Students enrolled in a one-year diploma or certificate program are also required to complete 25% of coursework at OCtech.

Middle College

The Middle College program allows high school juniors and seniors, who qualify to get a head start on their college careers by enrolling in college-level courses at OCtech during the fall, spring, and summer terms. Middle College students may enroll in university transfer and technical courses offered through the various programs of the College.

Under the admissions policies of the South Carolina State Board for Technical and Comprehensive Education, OCtech shall offer post-secondary education opportunities to secondary school students in its service area under the following provisions:

1. The student must be considered a high school junior or senior by the secondary school he/she attends;
2. The student must be granted permission by his/her principal and guidance counselor to attend classes at OCtech;
3. The student must meet all admission criteria for the course(s) he/she desires to take;
4. The student will be considered a student of Orangeburg-Calhoun Technical College while enrolled in the course(s);
5. The College will work closely with the student, his/her secondary school, and counselor to obtain the maximum benefit from this experience. The establishment of this opportunity is to minimize geographic, financial and scholastic barriers to post-secondary programs and services offered by OCtech.

Any exception to the criteria listed above must be approved by the College President.

Additional Instructional Hours

A student may not register for more than 18 credit hours per semester unless permission is obtained from the Vice President for Academic Affairs. Course requirements which exceed 18 semester credit hours and which are published in the College catalog shall constitute approval.

Substituting Courses

To meet the academic requirements for a degree, diploma or certificate from OCtech, a course similar in content to a required course may be substituted with the approval of the appropriate Academic Dean and the Vice President for Academic Affairs. There must be extenuating circumstances that would prevent the student from taking and successfully completing the required course before approval can be requested.

Repeating a Course

A student may repeat any course; however, there are limitations for students who pay for courses with federal student aid funds. Students receiving federal financial aid are allowed to repeat a course that they have already received credit for only one additional time in order to try to improve their grade.

The complete academic record, including all grades, is reflected on the transcript, but only the highest grade earned in a course taken more than once is calculated in the GPA.

The Veterans' Administration will not pay educational benefits for repeating a course for which the student previously received credit.

Auditing Courses

Students may enroll in courses for non-credit on an audit basis. During the first five consecutive class days of the term, a student may change to credit status if he/she desires. Students who register for credit may change to audit during the first five class days of the term as well. Changes should be reported to the individual instructor teaching the course, as well as the College Registrar. The tuition fee for auditing a course is the same as the fee for a credit course.

Course Changes

OCtech reserves the right to add, change or drop courses as the demand changes, both from student interest and the needs of industry. Conflicts arising from such changes will be resolved individually in the best interest of the student. The sequence of courses within a curriculum is also subject to change when deemed necessary.

Add/Drop

There is a period of five calendar days, beginning with the first day of class each term, during which courses may be added to a student's schedule, provided the course is not closed, has not met and the student meets course pre-requisite requirements. During the same period, courses may be dropped without a penalty. All schedule changes require a completed Add/Drop form with appropriate signatures and compliance with College Add/Drop procedures.

If a student drops a class after the first five calendar days, and before the end of the first thirty days of a term, a grade of "W" will be shown on the transcript. The grade of "W" will not be tabulated in the student's GPA. Courses dropped after the end of the first thirty calendar days of the semester will receive a grade of "WP" if the student is currently passing the course at the time of withdrawal and a "WF" if the student is failing the course at the time of withdrawal. The "WF" is the only grade that will be calculated into the student's grade point average. The "WF" carries the same punitive grade as that of "F." The instructor may issue a grade of "W" in lieu of the "WP" or "WF" at the time of withdrawal. The withdrawal period will be pro-rated for terms of varying length (i.e. summer session and mini-term).

Withdrawal Policy

Students may withdraw from the College and all classes during the first five calendar days of the term without penalty. Withdrawn courses will not appear on the student's transcript. Withdrawal of courses after the first five calendar days, but before the end of the first 30 calendar days of the term, will be reflected on the student's transcript. A student's official withdrawal date will be based on the student's last date of attendance.

Withdrawn courses will receive a grade of "W." Although this grade appears on the transcript, it is not calculated into the student's grade point average. Withdrawals from courses after the end of the first 30 calendar days of the term will receive a grade of "WP" (Withdrawn Passing) if the student was passing the course at the time of withdrawal and a grade of "WF" (Withdrawn Failing) if the student was failing the course at the time of withdrawal.

The instructor may issue a grade of "W" in lieu of the "WP" or "WF" at the time of withdrawal. The "WF" is a punitive grade which carries the same calculation in the grade point average as that of an "F."

Prompt and regular class attendance is expected of all students. A decision to stop attending classes at OCtech does not constitute an official course withdrawal. It is the student's responsibility to initiate the proper paperwork to withdraw from classes. Failure to complete and submit the proper paperwork to withdraw from classes after the published add/drop period will result in a failing grade for the course(s).

Students receiving Title IV Federal Aid and Veteran's Benefits should consult with a member of the Financial Aid staff prior to course withdrawal to determine financial implications.

Add/Drop and Withdrawal Procedure:

Step 1: Obtain an Add/Drop form from the Student Records Office located in the Patrick Student Services building.
Step 2: Complete the top portion of the Add/Drop form (name, curriculum, social security number, student status, and date).
Step 3: Complete each section that applies to you.
Step 4: Obtain signatures from the instructors who teach each class that you are dropping or adding.
Step 5: Obtain the signature of your advisor or member of the student services counseling staff.
Step 6: Return the completed Add/Drop form to the Student Records Office. You have not completed the Add/Drop procedures until you return your Add/Drop form to the Student Records Office.

The Add/Drop form will then be processed, with the exception of those students on financial aid whose forms will go to the Financial Aid Office where it will be determined if additional tuition is required. (See REFUND POLICY).

Academic Forgiveness Policy

OCtech recognizes that some students may not be able to overcome previously poor academic records in order to meet new career and educational goals. Therefore, a student who has not been in attendance at OCtech for a period of three years may petition the Committee on Student Appeals for academic forgiveness. If the petition is granted, all college level work at OCtech attempted and completed prior to re-admission will be eliminated from computation in the grade point average and may not be used to complete course requirements for graduation. This includes courses that were completed with satisfactory grades. The courses, however, will not be removed from the student's transcript. A student may petition for academic forgiveness only once.

Procedures for Petitioning Academic Forgiveness:

1. Submit an application for re-admission and pay applicable fees.
2. Complete an Academic Forgiveness Petition form and submit a letter explaining the reason(s) why Academic Forgiveness should be granted. The letter should be addressed to the Committee for Student Appeals. All petition materials should be submitted to an Admission Counselor or an Advising Center Counselor 30 days prior to the desired semester of enrollment.
3. Students who are granted Academic Forgiveness must meet program admissions requirements at the time of re-application to OCtech. Admissions requirements for certain curricula may preclude a student from reapplying to specific programs of study.
4. Students who are denied a petition for Academic Forgiveness may appeal in writing to the Vice President of Academic Affairs within 5 days of the committee's decision.

Grade Point Average

The grading system reflects a 4-point scale: A = 4; B = 3; C = 2; D = 1; F = 0. In computing grade point averages, the total number of grade points is divided by the total number of credit hours attempted. Grade reports show a semester GPA and a cumulative GPA. The example below reflects a GPA of 2.60.
Example:

Course	Grade		Hours Attempted	Grade Points
ENG 101	C (2)	X	3.0 =	6.0
ECO 253	B (3)	X	3.0 =	9.0
MAT 111	D (1)	X	3.0 =	3.0
BIO 101	A (4)	X	3.0 =	12.0
HIS 102	B (3)	X	3.0 =	9.0
			15.0	**39.0**

Grade Point Average = Total grade points (39) divided by semester credit hours attempted (15.0) = 2.60

Grading System

Reports showing the scholarship marks obtained by the student are issued at the end of each semester. The following marks are used:

A	Excellent	4 grade points for each credit hour earned
B	Above Average	3 grade points for each credit hour earned
C	Average	2 grade points for each credit hour earned
D	Below Average	1 grade point for each credit hour earned
F	Failure	"F" is used in GPA calculations; earns no credit hours; carries 0 grade points for each credit hour attempted. When the student retakes a course taken in the semester system, the "F" is negated, and the higher grade is used in GPA calculations.

Other grade and course symbols authorized for use are:

I	Incomplete	No credits or grade points. Defaults to "F" after one semester if requirements are not met.
CF	Carry Forward	No credits or grade points.
S	Satisfactory	Earns NO grade points.
U	Unsatisfactory	No credits, CEU's or grade points.
W	Withdrawn	0 grade points.
E	Exempt	Earns credits. No grade points. Awarded for course exemption based on testing or High School Articulation.
TR	Transfer	Earns credits. No grade points. Allowable equivalent OCtech credits earned at other post-secondary institutions supported by official transcripts.
WP	Withdraw Passing	0 grade points.
AU	Audit	No credits or grade points
NC	No Credit	No credits or grade points.
SC	Satisfactory Completion	Earns credits. No grade points.
WF	Withdrawn Failing	"WF" is used in GPA calculations; earns no credit hours; carries grade points for each hour attempted. (When student retakes a course taken in the semester system, the WF" is negated and the higher grade is used in GPA calculations.)

Credits earned in courses in the Catalog of Approved Courses numbered less than 100 will not be creditable toward a certificate, diploma or degree, and will not generate grade points for use in GPA calculation.

Grade Changes

Any discrepancies or questions concerning grades, credits, grade points, etc. must be brought to the attention of the Registrar within 30 days of the end of the semester or session. After that time period, the student's record is considered official and correct. It is the student's responsibility to review his/her academic records for accuracy.

Satisfactory Academic Progress

Students who fail to achieve the grade point average (GPA) listed in corresponding Policy 3.004 will be considered on academic probation.

Probation I Status (First Time Probation)

1. A student who has been placed on Probation I must review their Student Educational Plan with their assigned faculty advisor.
2. The student should be advised to register for no more than 12-14 semester credit hours for the Probation I Semester.
3. A student on Academic Probation I may not pre-register for classes until he/she meets with his/her assigned faculty advisor. If the student fails to meet with the assigned faculty advisor the student may not register until grades are posted for the current term.

Probation II Status (Second Time Probation)

1. A student who is placed on Probation II should be advised to register for no more than 12-14 semester credit hours for the next semester.
2. A student who is placed on Probation II may not pre-register for the upcoming semester, but will be permitted to register once grades are posted for the current term. The student must seek advisement with his/her assigned faculty academic advisor. A restriction will be placed on the student record until the student is advised by the assigned faculty advisor.

The Advisor will remove the restriction so the student may register once required advisement has been verified.

Academic Suspension I

Academic Suspension I will occur when students on Academic Probation II do not meet the standards of academic progress. Students who are placed on Academic Suspension I will not be allowed to register for classes during the semester following Suspension I status.

An Academic Suspension list is provided to appropriate college faculty, advisors, and staff members. A letter of notification of suspension will be sent to the student by the Vice President for Student Services. The student must meet with the appropriate Academic Dean before re-admission to the College.

After re-admission, the returning student will remain on academic probation until his/her GPA meets the standards of progress. If the standards of progress are not met, the student will be placed on Probation Ill.

Probation Ill Status (Third Probation) after Suspension I

A student who is placed on Probation Ill may not pre-register for the next term but will be permitted to register after grades are posted for the current term. The student must seek course advisement with his/her Academic Program Coordinator. A restriction will be placed on the student record until lifted by the Program Coordinator.

Probation IV Status (Fourth Probation) after Suspension I

A student who is placed on Probation IV may not pre-register for the next term but will be permitted to register after grades are posted for the current term. The student must seek course advisement with his/her Academic Program Coordinator. A restriction will be placed on the student record until lifted by the Program Coordinator.

Suspension II Status (after four terms of probation and one term suspended)
Students who do not maintain a 2.0 cumulative grade point average after Probation IV status will be immediately placed on Suspension II. Students will not be permitted to continue enrollment at the College. Students in this status may petition a Re-Admissions committee in writing. If it is approved, the student may re-enroll with guidelines established by the committee. If the petition is denied, the student may appeal to the College President. The President's decision is final. The Re-Admissions Committee will consist of the past and possible future applicable Academic Program Coordinator(s), the Academic Dean (s) for the past and possible future applicable programs.

After the second suspension, the student may not enroll at the College for a period of 5 years. If the student desires to return after this time, he/she must petition to the Re-Admissions Committee to return to the College.

For information concerning additional Satisfactory Academic Progress Standards for Financial Aid Recipients, please see page 47.

Attendance

Students are expected to attend all class meetings. Record keeping for attendance purposes will begin with the first day the class meets. If a student must be absent, it is that student's responsibility to notify the instructor as quickly as possible of the absence. Students are responsible for making up all work missed as a result of the absence, including examinations. Some programs certified by outside agencies may have more strict attendance requirements. Individual departments shall have attendance requirements consistent through the department. The attendance requirements for each course will be described in the course syllabus.

Students must not accumulate more absences than double the number of times a class meets per week. For example, if the class meets two times a week, the student must not be absent more than four times during the semester. Summer absences may be reduced or prorated due to the shorter semester. If excessive absences are taken, the student may be administratively withdrawn. Extenuating circumstances or the student's performance in class may be taken into consideration by the instructor.

Three tardies shall be considered an absence. If a student is more than ten minutes tardy, he/she shall be considered absent. If a student leaves more than ten minutes prior to class dismissal, he/she shall be considered absent.

Absences from class do not excuse a student from meeting all academic course requirements. In such cases, the instructor will determine whether make-up work will be permitted or required. However, a student who is absent from a final examination may receive permission from the Vice President for Academic Affairs to take such an examination at a later date. Permission will be granted only in extreme circumstances.

Online Course Attendance Policy

An electronic email to the instructor is required from each student by the end of the first week of class. At this time, the instructor will drop the student from the course if the communication is not received. Attendance in an online course is defined by correspondence as required by the instructor. After the drop/add period, each student will be expected to communicate with the instructor via email, phone, or appointment at least once per week and/or access the web class at least once per week. After one week of no communication or no access, the student may be dropped from the class. The instructor will award a grade of "W" or "WF" based upon the student's academic standing at the last date of attendance, which is the date of the last login.

Student Appeal Procedure

Students who feel that they have been treated improperly regarding this policy may exercise the right to appeal through The Student Code and Grievance Procedure for South Carolina Technical Colleges.

Enrollment in a course at OCtech obligates the student for prompt completion of all work assigned, for punctual attendance and for participation in whatever class discussion may occur. It is the student's responsibility to stay informed of all assignments made and stand tests and examinations which are assigned by the instructor.

1. By the act of enrollment:
   A. The student is responsible for all course work.
   B. The student is obligated to punctually attend all classes and laboratory sessions.
2. Any student who abuses attendance or is remiss in academic performance may be withdrawn.

Time Commitment

The full-time student schedule requires 15 to 30 hours per week of classroom and laboratory work. On the average, 18 to 20 hours a week must be devoted to outside study. Thus, students should anticipate a time commitment of approximately 45 hours per week for their studies.

Academic Honors

DEAN'S LIST - Each semester, full-time students who meet specified criteria are placed on the Dean's List. Criteria for the Dean's List include:

1. minimum of 12 credit hours attempted and earned;
2. earn 100% of regular curriculum credit hours attempted;
3. meet or exceed a minimum grade point average of 3.5.

PART-TIME DEAN'S LIST - Criteria for the Part-time Dean's List include:

1. the student must possess a minimum of 12 cumulative credit hours;
2. the student must complete 6-11.5 credit hours for the term;
3. the student must complete 100% of credit hours attempted;
4. the student must meet or exceed a term grade point average of 3.5.

*Part-time students must meet all four of the prescribed criteria to qualify for recognition on the Part-time Honors List.

PRESIDENT'S LIST - Same as Dean's List except:
The student must obtain a grade point average of 4.0.

PART-TIME PRESIDENT'S LIST - Same as Part-time Dean's List except:
The student must meet a term grade point average of 4.0.

ACADEMIC PROGRAM AWARDS AT GRADUATION - Students with the highest cumulative GPA in each academic group will be recognized and awarded a plaque at the May graduation ceremony. December, May and August graduates will be recognized. To be eligible for this award, the student must possess a minimum cumulative GPA of 3.5, which is the same requirement for honor graduate status. The minimum cumulative GPA requirement may preclude some academic programs from recognizing the student with the highest GPA at graduation; however, the student must possess honor graduate criteria to qualify for the academic group awards.

PHI THETA KAPPA - The Phi Theta Kappa Society, with over 1200 chapters in the United States and abroad, is the only internationally-acclaimed honor society serving two-year colleges offering associate degree programs. Its purpose is to recognize and encourage scholarship among two-year college students. Membership is by invitation only and is extended to students who have completed 12 semester credit hours that may be applied to an associate degree; have maintained a cumulative grade point average equivalent to, but not less than 3.5; have established academic excellence as judged by the faculty; and possess recognized qualities of citizenship. Part-time students are eligible for membership.

WHO'S WHO AMONG STUDENTS IN AMERICAN JUNIOR COLLEGES - This national Who's Who program recognizes those second-year students whose academic standing, participation in extracurricular activities, and college service are decidedly above average.

Graduation

Graduation exercises are held each year in May. Students expecting to graduate must file their graduation applications and pay applicable fees with the Student Services Office according to dates specified on the student calendar. Failure to meet the stated deadline will result in a $10.00 late filing fee and could create a delay in the receipt of the appropriate associate degree, diploma or certificate. All fees and financial obligations owed to the College must be paid before a student can graduate.

A minimum program grade point average of 2.0 is required for graduation from a degree, diploma or certificate program. Additional curriculum or divisional requirements, if any, are noted in the individual curriculums elsewhere in the catalog.

It is the responsibility of each student to meet all graduation requirements of the College in his/her particular program of study and to maintain the minimum required grade average. Student Services counselors and faculty will guide the student, but the final responsibility belongs to the individual student.

All students must complete a minimum of 25% coursework at OCtech. Students may appeal the completion of remaining course requirements to the Vice President for Academic Affairs if required courses are not offered at the College within the last term(s) of enrollment.

The College assumes no obligation in the case of special adjustment if the student fails to file for graduation by the appointed date. If a student fails to receive his/her degree at the time indicated, a new application must be filed. Failure to graduate during the designated commencement requires that an application for graduation be resubmitted and an additional graduation fee be paid. Arrangements for caps, gowns and invitations will be made through the College's bookstore.


2014-2015
COLLEGE CATALOG
TUITION AND FEES
ORANGEBURG-CALHOUN TECHNICAL COLLEGE

Since Orangeburg-Calhoun Technical College receives financial support from county, state, and federal sources, students pay only a portion of the total cost of their education. In addition to the tuition listed below, special fees are required in some programs and other specified areas.

Residency Requirements

County and/or state residency shall be based upon the student's permanent address. In the case where the student's permanent address is different from the current address, the student must present evidence that the current address change is of a permanent nature. The burden of proof resides with the student to show evidence as deemed necessary to establish residency status. Specific residency guidelines and procedures may be obtained from the Registrar's Office. Changes to residency status once the student has registered for a particular term will not be processed until the next term of enrollment.

State residency is governed by The Code of Laws of South Carolina and promulgated by the South Carolina Commission on Higher Education. Changes in state residency, which will result in payment of in-state fees, will require evidence as follows:

A. The student must have resided in South Carolina continuously for the past twelve months and abandoned all prior domiciles immediately preceding the first day of classes of the term in which such evidence is presented to the College Registrar.
B. If this student is a dependent, the parent or guardian must have resided continuously for the past twelve months and abandoned all prior domiciles immediately preceding the first day of classes of the term in which such evidence is presented to the College Registrar.

Changes in county residency, which will result in lower tuition for students, will require evidence that the address change is of a permanent nature and must be reported to the College Registrar. Owning property and/or paying taxes on property located in Orangeburg or Calhoun Counties, while permanently residing in another county, does not qualify the student for in-county residency status for tuition purposes. A dependent student's residency status will be based on the permanent residency of the person(s) who claims the student as a dependent for income tax purposes.

Out-of-state charges shall be assessed for those students who are only residing in the United States for educational purposes. Out-of-state rates will be charged to those students who have been issued an I-20 form via SEVIS or those who are not U.S. citizens or permanent U.S. residents. Time spent in South Carolina prior to the awarding of permanent resident status may not be counted towards the twelve-month residency period.

The College Registrar will determine state residency based on evidence provided by the student. The student may appeal state and county residency status to the College Registrar. Appeals of State residency as determined by the College Registrar may be requested in writing to the Vice President for Student Services.

Tuition

Full-Time Tuition (12 credit hours):
In-County Residents (Orangeburg and Calhoun counties) - $1,920.00
Out-of-County Residents - $2,388.00
Out-of-State Residents - $3,276.00
Additional hours over 12 credit hours - $155.00 per credit hour

Part-Time Tuition (for students taking less than 12 semester credit hours):
In-County Residents - $160.00 per credit hour
Out-of-County Residents - $199.00 per credit hour
Out-of-State Residents - $273.00 per credit hour

Registration Fee
A non-refundable registration fee of $25.00 is due each semester.

Enrollment Fee (Non-refundable)
A $60.00 enrollment fee will be charged to new students or students returning to OCtech after not having been enrolled in the College for three semesters or more.

Late Fee
The late registration fee will be $50.00.

Refund Policy

Students who withdraw or have a net reduction of credit hours below full-time status will be eligible for a refund of tuition as follows:

100% Before the first date in term that classes are offered (start of term)
100% First day of class through add/drop period
0% After end of add/drop period

Important: Students who remain in class after the end of the add/drop period will be responsible for paying 100% of tuition.

Students who never attend classes for which they are enrolled will be considered to have constructively withdrawn before the start of the term.

Refund Policy for Financial Aid Recipients

The OCtech Financial Aid Office will recalculate federal financial aid based on the percentage of earned aid for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a semester. If a student owes a balance to the College, he/she will be notified by the OCtech Financial Aid Office. A copy of the official recalculation policy is available in the OCtech Financial Aid Office.

Corporate Training and Economic Development Refund Policy

Requests for refunds will be accepted until 48 hours before classes begin. These requests must be made in person or in writing and either presented or postmarked 48 hours in advance to the Corporate Training and Economic Development Office at the College. NO REFUNDS WILL BE GRANTED TO STUDENTS AFTER THIS DEADLINE.

Guidelines for refunds for customized training programs will be stated directly on the customized contracts. Refunds for the Tractor Trailer program are pro-rated upon registration.

Course Cancellation Refund Policy

Courses will be cancelled only on the approval of the Vice President for Academic Affairs and the appropriate Academic Dean. Full refunds will be made to students registered in classes cancelled by the College.

Books

The cost of books and supplies varies with the student's chosen curriculum. Students must purchase certain specialized small tools, items of equipment and clothing essential to their personal use in connection with their training and future employment. Instructional tools and equipment will be provided by the College. The student will receive further information from his/her instructor.

Check Policy

Two-party checks are not acceptable for the payment of tuition and fees. It is the policy of the College to prosecute anyone submitting for payment a check that is not honored by the bank if restitution is not made immediately.

Debts Owed the College

All debts (parking fines, overdue books, unpaid tuition, etc.) owed the College must be paid in full before transcripts or diplomas are released. Students with outstanding debts will not be allowed to register until the debt has been cleared.


2014-2015
COLLEGE CATALOG
STUDENT AND
SUPPORT SERVICES
ORANGEBURG-CALHOUN TECHNICAL COLLEGE

New Student Orientation

All new students are required to participate in an online orientation program prior to the beginning of their first semester. During this orientation, students learn about college services, policies, and facilities, as well as their responsibilities. Students can access the online orientation under the Admissions tab on the College website. All new students must attend the Fall and/or Spring Student Assembly as part of orientation. Online students should attend the online equivalent for an in depth orientation to online classes and programs.

College Skills (COL 103)

College Skills (COL 103) is a 3.0 semester credit hour course intended to help students be more successful in college. COL 103 is required of all students who place in at least one developmental course.

COL 103 will be offered each semester/session. Topics recommended by the steering committee are: orientation to the College, effective study systems, use of the Learning Resource Center, reducing test taking anxiety, stress management, the advising relationship and time management. This course will be taught as any other regular curriculum course and follow the same academic criteria.

In addition, the following students are recommended to take College Skills (COL 103):

1. All students entering college directly out of high school.
2. All students who have been out of school for five or more years.
3. All students who are on first-time probation (even though they may have already taken the course).

Counseling - Personal and Academic

Students entering college for the first time, or after an extended period of time, may find this transition difficult or confusing. Student Services counselors are available for day and evening students to provide individual assistance to make the transition to college easier. Services are designed to assist current and prospective students in making realistic and appropriate college decisions. Areas with which new or returning students may need assistance are career and/or curriculum planning, personal issues, academic concerns, or financial problems. Students are encouraged to visit with a Student Services counselor as the need arises.

TRiO Student Support Services

Funded by the Department of Education Student Support Services Trio Grant, the purpose is to provide academic support services that are designed to enhance academic performance, increase retention and graduation rates, and facilitate transference to a four year college. Such services include academic tutoring, counseling, career guidance, cultural enrichment activities, and grant aid assistance.

Academic Success & Career Center (ASCC)

The Academic Success and Career Center (ASCC) provides comprehensive resources and services that will support students and graduates of OCtech in the development of skills to promote academic excellence and prepare students for new and emerging technology based jobs.

The ASCC assists students with their academic needs through tutoring, peer assisted study sessions and study skills seminars. In addition, the ASCC also provides career planning services free of charge for current and potential students. A career assessment inventory can be administered to identify potential career opportunities. Vital information about the current job market, outlook for a particular career and salary trends can be obtained through this service.

To setup an appointment with a counselor, contact the center at 803.535.1347 or ascc@octech.edu. The center is located in the Tourville Lab on the second floor of Building S and is open Monday-Thursday 8:00am-6:00pm and Friday 8:00am-1:30pm.

No fees are charged for these services.

Job Placement Services

Job Placement Services are available to current OCtech students who have completed at least one semester and alumni of OCtech who have graduated within the past three years. This a free service and includes resume information and assistance, cover letter information, interviewing techniques, and job referrals. Students may visit Job Placement Services in the ASCC. Students may also inquire about Job Placement Services by calling 803.535.1278 or sending an email through the Job Placement Services page on the website. Current job listings for students may be found on the College's website under Student Resources.

Career Development

If a student does not wish to enroll in a specific program or seek a degree, diploma or certificate, he/she may enroll as a Career Development student. A placement test is not required unless the applicant wishes to enroll in University Transfer English and mathematics courses offered within the Arts/Humanities and Mathematics/Natural Sciences groups. A student may accumulate up to 18 hours of credit as a Career Development student. If the student later decides to enter a specific program, a placement test may be required at that time.

Transcripts

The College Registrar maintains a transcript for each student's academic record. This shows courses taken and credits earned by the student while attending OCtech and is updated accordingly each semester. All transcript requests must be made at our online request site by the student. Student transcripts are processed at least twice per week (except during peak times such as end of term, registration, etc.) upon receipt of an online request and payment for each transcript to be issued. Transcripts may be requested using the Parchment link provided on the College website located under Student Resources/Forms Center/Transcript Release Form.

All debts owed to the College must be paid before a student transcript is released from OCtech. If an online request is made and a debt is owed to the college, the transcript request will be placed on hold for 30 days. If the balance is not paid within 30 days, the order will be cancelled and another request will have to be submitted. No fees are charged for cancelled orders. If all debts to the College are paid within the 30 day period, the requestor must notify Records at StudentRecords@octech.edu to have the hold removed and the request fulfilled. Transcript requests will be processed within 10 working days of receipt of notification of debts paid, verification of payment and another completed transcript request if needed.

All debts owed to the College must be paid before a student transcript is released from OCtech. Transcript requests will be processed within 10 working days of receipt of the completed transcript request and full payment of all applicable charges.

Academic Records

Confidential Treatment of Student Academic Records

The privacy and confidentiality of all official student records shall be preserved at OCtech in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974. Each student has the right to inspect and challenge the accuracy of his/her records.

Student Review of Academic Records

Students may inspect and review their educational records upon written request to the Vice President of Student Services at Orangeburg-Calhoun Technical College. The request should identify, as precisely as possible, the record(s) he/she desires to inspect. The Vice President for Student Services will notify the Registrar who will make the necessary arrangements for access as promptly as possible. The student must be given access to inspect and review educational records within 45 days of the day the College received the request for access. The Vice President for Student Services will notify the student of the time and location where the records may be inspected.

OCtech reserves the right to refuse student inspection and review of the following records:

1. The financial statement of the student's parent(s).
2. Confidential letters and recommendations placed in the files prior to January 1, 1975, or letters and statements of recommendations placed after January 1, 1975, in which the student has waived his or her right to inspect and review statements that are related to the student's admission, application for employment, job placement, or receipt of honors.
3. Educational records that contain information about more than one student; however, the College will permit access to the portion of the record which only pertains to the inquiring student.
4. Disciplinary records.

OCtech retains the right to deny a student a copy of his/her academic records in the following instances:

1. The student has an unpaid financial obligation to the College.
2. There is an unresolved disciplinary action against the student.

Disclosure of Student Academic Records

OCtech will disclose information from a student's academic record only with the written consent of the student. Exceptions to disclosure without student consent include the following:

1. To College officials who have a legitimate educational interest in the records. College officials include any person employed in an administrative, supervisory, support staff or faculty position; an Area Commission member; a person employed under contract to Orangeburg-Calhoun Technical College to perform a special task such as an auditor or attorney. A College official has a legitimate educational interest if the official is: performing a task that is specified in his or her position description or contract agreement, performing a task related to a student's education, performing a task related to the discipline of a student, or providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial.
2. To agents acting on behalf of the institution (e.g., clearinghouses, degree/enrollment verifiers).
3. To certain officials of the U. S. Department of Education, the Comptroller General and state and local education authorities in connection with various state or federally supported education programs.
4. In connection with a student's request for financial aid as necessary to determine eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. To organizations conducting certain studies for or on behalf of Orangeburg-Calhoun Technical College.
6. To accrediting organizations to carry out their functions.
7. To the parents of an eligible student who claim the student as a dependent for income tax purposes.
8. To comply with a judicial order or a lawfully issued subpoena.
9. To appropriate parties in a health or safety emergency.
10. Directory information such as name, address, telephone number and enrollment status.
11. The results of any disciplinary proceeding conducted by Orangeburg-Calhoun Technical College against an alleged perpetrator of a crime of violence to the alleged victim of that crime.
12. To anyone if a health or safety emergency exists and the information will assist in resolving the emergency.
13. To an alleged victim of a crime of violence of the results of a disciplinary hearing regarding the alleged perpetrator of that crime with respect to that crime.
14. To anyone requesting the final results of a disciplinary hearing against an alleged perpetrator of a crime of violence or non-forcible sex offense (Foley Amendment).
15. To the Immigration and Naturalization Service for purposes of the Coordinated Interagency Partnership Regulating International Students.
16. To military recruiters who request "Student Recruiting Information" for recruiting purposes only (Solomon Amendment). Recruiting information includes name, address, telephone listing, age or year of birth, level of education and major.
17. The Internal Revenue Service for the purposes of complying with the Taxpayer Relief Act of 1997.
18. To authorized representatives of the Department of Veterans Affairs for students receiving educational assistance from the agency.

Directory Information
Directory information such as name, address, telephone number, major, participation in recognized activities, attendance dates, degrees/awards received, and most recent school attended is not released to any commercial concerns. However, the College may disclose any of those items without prior written consent to those organizations the College deems responsible for promoting achievements of the student and organizations charged with verifying information provided by the student for employment reasons unless notified in writing by the student to the contrary by the end of the second week of class each term (or first meeting of Continuing Education courses). Requests should be directed to the College Registrar.

Student Right-to-Know Disclosure

Under the Student Right-to-Know and Campus Security Act of 1990, prospective students, applicants and current OCtech students have the right to know the graduation and transfer-out rates of students enrolled at the College. These rates indicate the percentage of students who begin college as a first-time, full-time student during the fall semester and graduate or transfer within prescribed timelines as outlined in the Department of Education Guidelines. This information may be obtained from the Vice President for Student Services or Admissions Office at Orangeburg-Calhoun Technical College, 3250 St. Matthews Road, Orangeburg, SC 29118-8299 or by calling 803.536.0311 or 1.800.813.6519 (within SC). Information and statistics concerning campus crime, safety and security policies and procedures are also available and may be obtained from the OCtech Security Office, 3250 St. Matthews Road, Orangeburg, SC 29118-8299 or by calling 803.535.1393 or 1.800.813.6519 ext. 1393 (within SC).

Financial Aid

Students who have satisfactory academic records and are in need of aid may qualify for financial assistance. Although the primary responsibility for financing an education remains with students and their families, OCtech participates in several programs designed to supplement the family contribution in order to meet the financial need of the student. Financial aid may consist of a grant, a loan, a scholarship, campus employment, or any combination of these as determined by the policies of the Financial Aid Office.

Principles
1. The primary purpose of financial aid is to provide financial help to students who need additional resources to pursue their educational and career goals and objectives.
2. Financial aid from OCtech should be viewed only as supplementary to the efforts of the student and/or the family.
3. Financial assistance may take the form of a job, grant, loan, scholarship, or a combination of any of these.
4. Continuance in financial aid is based upon the student's ability to make "satisfactory progress" according to the College's Financial Aid Standards of Satisfactory Academic Progress (SAP).
5. The Financial Aid Office reserves the right to review and cancel awards at any time because of change in financial or academic status.

Consumer Information
OCtech administers various types of financial aid to students who demonstrate financial need. The types of financial aid available include grants, loans, scholarships and work study programs. Typically, a student must be enrolled for at least six credit hours or more to be eligible for most financial aid, although limited funds may be available for a few students who attend less than six credit hours. Any student who needs financial assistance must submit a Free Application for Federal Student Aid (FAFSA) to determine eligibility. Application forms should be submitted online at www.fafsa.ed.gov.

Financial aid awards are made equitably without regard to race, color, sex, handicap, or national/ethnic origin. Awards are disbursed each semester and are determined on the last day of Add/Drop and are based on class attendance. If a student does not attend all of his/her classes, the award will be recalculated and based on verified enrollment status.

Due to the limited amount of money and the large number of students in need, typically OCtech does not award Supplemental Educational Opportunity Grant (SEOG) and South Carolina Need-Based Grant (SCNBG) to students receiving aid from Workforce Investment Act, Employment Security Commissions, VA and/or Vocational Rehabilitation.

Eligibility for Aid

Eligibility requirements for each type of aid may vary from year to year. For information on the most recent eligibility requirements, methods for determining individual student eligibility and calculating award amounts, contact the Financial Aid Office. Specific eligibility requirements are established by the US Education Department for federally-funded aid programs; South Carolina Commission on Higher Education for state-funded programs; and local/private sources determine eligibility for their respective programs.

All aid awarded through OCtech is awarded on the basis of financial need and merit. Students in default on a student loan or repayment of a grant may not be awarded financial aid, except under certain circumstances. A student's aid package may include grants, scholarships, work study or loans.

When making aid awards, students demonstrating the greatest unmet financial need are assigned funds first. Because of this, students applying for aid early are most likely to receive assistance with available funds.

To remain eligible, a student must be enrolled and be in good academic standing. Students who withdraw from school after the start of the term are liable for repayment of part or all of the funds received during that semester. In addition, to assure that the student remains eligible, the student must notify the Financial Aid Office of changes in enrollment status or program of study.

For additional information concerning types of aid, student eligibility selection, award procedures, etc., contact the OCtech Financial Aid Office.

How to Apply for Financial Aid

1. Complete an application for admission to OCtech.
2. Complete the Free Application for Federal Student Aid (FAFSA). This form is required for all financial aid programs: scholarships, grants, work study, lottery tuition assistance and loans at OCtech. Apply online at www.fafsa.gov.
3. If OCtech's school code (006815) is listed on your FAFSA, the Financial Aid Office will receive a copy of your student aid report electronically. The Financial Aid Office will use the student aid report to determine your eligibility for the Pell Grant, student loans, and all campus based aid.
4. If you are eligible for financial aid, you will receive an award letter from OCtech stating the amount of aid. This letter and any required documents must be signed and returned to the Financial Aid Office within ten days after you receive the correspondence.

Financial Aid Office Hours:
Monday, Tuesday, Wednesday and Thursday: 8:00am - 6:00pm
Friday: 8:00am - 1:30pm

Financial Aid Application Deadlines

Term	Deadline
Fall	July 1
Spring	November 1
Summer	April 1

*To be considered for campus-based aid, your student aid report must be in the Financial Aid Office before May 1, each year.

Financial aid applications may be processed after the posted deadlines; however, students should make arrangements to cover the cost of tuition and books for the first semester of enrollment or until they are officially notified of eligibility status for financial aid.

Standards of Satisfactory Academic Progress for Financial Aid Recipients

Students receiving financial assistance through a federal program or South Carolina Need Based Grant must be making satisfactory progress toward a degree, diploma or certificate at OCtech. The financial aid office monitors the progress of all students to ensure that they are making satisfactory progress (SAP) toward completion of their program in a reasonable period of time. The cumulative SAP review determines the student's eligibility for financial assistance based on his or her complete academic history.

Standards are measured by both Cumulative Grade Point Average (Qualitative Measure) and Cumulative Credit Hours (Quantitative Measure):

1. A student must maintain a cumulative grade point average (GPA) of 2.00 (C average) or better AND must successfully pass 67% (percentage of courses passed vs courses attempted) of all course credit hours attempted each term to remain eligible to receive financial aid at OCtech.
2. Course grades of F, W, WF and I are not considered completed courses and negatively impact satisfactory academic progress standards. SAP is not recalculated for students who earn a grade of I and receive a letter grade after the term ends. All courses must be completed during the normal grading period.

Standards for Students Enrolled in Diploma and Certificate Programs (Academic programs of one year or less) - At the end of each term, if the cumulative GPA is less than a 2.00 or if the course completion rate is less than 67%, the student will be placed on Financial Aid Warning. Financial aid will be continued during the warning period if the student satisfies ALL three requirements that include:

1. Enroll in at least six credit hours
2. Complete 100% of all attempted courses
3. Earn at least a 2.0 term GPA

Failure to maintain ALL of the above standards during the warning term will result in suspension of financial aid at OCtech.

Standards for Students Enrolled in Associate Degree Programs (Academic programs of more than one year) - At the end of each term, if the cumulative GPA is less than a 2.00 or if the course completion rate (percentage of courses passed vs courses attempted) is less than 67%, the student will be placed on Financial Aid Warning. Financial aid will be continued during the warning period if the student satisfies ALL three requirements which include:

1. Enroll in at least six credit hours
2. Complete 100% of all attempted courses
3. Earn at least a 2.0 term GPA

Failure to maintain ALL of the above standards during the warning term will result in the student being placed in a second term of Financial Aid Probation.

Second Term Financial Aid Probation students must complete 100% of all attempted courses AND earn at least a 2.0 term GPA to remain eligible for financial aid.

Failure to maintain ALL standards during the second probation period will result in suspension of financial aid at OCtech.

Reinstatement after Financial Aid Suspension -To re-establish financial aid eligibility, a student must satisfy all of the following requirements:

1. Complete a term of study at OCtech without any federal or state financial assistance. The student will be responsible for payment of all educational expenses.
2. During the term of attendance without financial aid, the student must enroll in at least 6 credit hours.
3. Complete 100% of all attempted courses.
4. Earn at least a 2.0 term GPA.

It is the responsibility of the student to determine when an appeal for reinstatement of financial aid eligibility is appropriate. The cumulative transcript will provide the student with the number of hours completed each term and the grade point average attained. Once the student determines that they have met the criteria for reinstatement of financial aid, the student must submit a written request for reinstatement of eligibility. The request should be forwarded to the Office of Financial Aid, Orangeburg-Calhoun Technical College, 3250 St. Matthews Road NE, Orangeburg, SC 29118.

Maximum Time Frame

1. A student may only receive financial aid for a limited time. Eligibility for financial aid is terminated after a student has attempted 150% of his/her program credit hours length.
2. A student may receive financial aid for 1.5 times the published length of the program of study.
3. For example, a student enrolled in a 60 credit hour program is eligible until 90 credit hours are attempted (60 x 1.5 = 90).
4. Transfer hours from other colleges that apply towards program completion at OCtech are added to the total hours attempted at OCtech to determine the 150% credit hour limit towards degree completion.
5. Students may repeat courses but repetitions will count toward the time frame/length of eligibility.
6. The attempted hours will consider all course work taken (including DVS and transfer credits accepted by the college).
7. All periods of enrollment count when evaluating SAP, even periods in which the student did not receive Federal Student Aid funds.
8. The maximum time frame is program specific based on required credit hours for graduation.
9. Once the maximum number of hours is attempted, the student is placed on financial aid suspension.

Student Notifications

1. Each student's financial aid SAP status will be evaluated based the length of program in which you are currently enrolled. Associate Degree or two year programs will be reviewed at the end of summer term. One year or less diploma and certificate programs will be evaluated once per semester for terms in which you are enrolled.
2. Students will be notified of their financial aid SAP status via email to their College email account.
3. Through the OCtech student portal, Campus Cruiser, students are required to review email messages and announcements regularly to ensure they have the latest information about their financial aid and SAP status.

Appeals

Individual student appeals to the SAP policy will be reviewed under the umbrella of Professional Judgment. Students with legitimate appeals may be given exceptions on a case-by-case basis. A written appeal must be submitted and approved for reinstatement.

1. A student on financial aid suspension may appeal by submitting a letter of appeal along with any supporting documentation to the financial aid appeals committee. Acceptable reasons for appeal include: serious illness, death or substantial documented change in working hours. The student must provide appropriate documentation supporting the appeal. Incomplete appeal documents will be returned to the student, unprocessed.
2. All decisions made by the Financial Aid Appeal Committee are final. Students whose appeals are denied must regain eligibility prior to receiving additional financial assistance or submit a new appeal for a subsequent semester.
3 The Appeals committee will meet at least three times each academic year: once before the fall semester, once before the spring semester, and once before the summer semester.

Summary

1. It is the student's responsibility to monitor his/her status for Satisfactory Academic Progress.
2. The Financial Aid Office will review the GPA and earned credit hours, and notify students who are failing to meet standards as quickly as possible via campus email.
3. Failure to check email or undelivered messages does not exempt a student from his/her responsibility to maintain financial aid satisfactory academic progress or to know his/her current SAP status.
4. Students on suspension will be ineligible for all Title IV aid, (i.e. Pell Grant, FSEOG, ACG. FWS, and Federal student and Parent Loans) and most state aid.

Return of Title IV Funds Policy

OCtech recalculates Federal financial aid eligibility for students who withdraw from the College prior to completing 60% of the term in accordance with the Return of Title IV Federal Funds regulations. The recalculation is based on the percent of earned aid for the term. The percent earned is determined by the number of calendar days completed divided by the number of calendar days in the term.

When Federal aid is unearned, students may owe an additional balance beyond what has been captured during the refund process. If an additional balance is owed, students will be billed by the Business Office. Additionally, a student may need to repay Title IV funds that they receive over direct costs. If so, another bill will be mailed, and students will be given the opportunity to respond. Should students fail to respond, repay, or enter into an agreement to repay, the amount owed will be referred to the Department of Education for collection.

Federal financial aid includes Federal Pell Grant, Federal Supplemental Education Opportunity Grant, Federal Direct Loans, and Federal PLUS Loans.

The student's withdrawal date is defined as the actual date the student began the withdrawal process or the student's last date of recorded attendance. The debt from a financial aid recalculation must be paid in full before the student is allowed to register for future semesters or seek other resources from the College. If this debt is not paid to the College within **45 days** from the date of the notification to the student, the College will report it to a national database. This will prohibit the student from receiving federal or state Financial Aid at any other college or university in the United States until the full balance is paid to OCtech. **The student must then submit a copy of the receipt showing the balance paid in full to the OCtech Financial Aid office for the debt to be removed from the national database.** The College will place a hold on the student’s records until the payment is received.

The same policy will apply to students who receive all or any combination of Fs, WFs, WPs, or Ws as a result of non-attendance.

Audit Courses

Courses taken on an audit basis are not eligible for Title IV funding. Because audit courses are ineligible for Title IV funding, they will not be used to determine a student’s enrollment status for financial aid purposes.

Types of Aid

GRANTS

Federal Pell Grant

A Federal Pell Grant is a need-based grant for individuals not holding a bachelor's degree. This program is sponsored by the federal government. Grants range from $400 to $5,645 per academic year.

Federal Supplemental Educational Opportunity Grant (FSEOG)

FSEOG is a need-based grant for individuals who have not earned a bachelor's degree. Priority is given to students with exceptional need who receive Pell Grants. FSEOG is a gift assistance that does not have to be repaid. Students must be enrolled in at least 6 credit hours.

South Carolina Need-Based Grant

The SCNBG is an award given to students who have not received a bachelors degree already, have at least a 2.0 GPA, are enrolled for at least 6 credit hours and are residents of South Carolina.

EMPLOYMENT

Federal College Workstudy

Federal College Workstudy is an earnings program for college students. The amount of the award is the amount the student is permitted while enrolled at the College. Part-time job opportunities on campus are provided to eligible students. The pay rate is usually the minimum wage. Students must be enrolled in at least 6 credit hours and may work no more than 20 hours per week.

LOANS

Federal Direct Loan

The Federal Direct Student Loan is a low, variable-interest loan made to students by a lender such as a bank, credit union, or savings and loan association to help pay expenses related to attending a college or university. All students must complete the Free Application for Federal Student Aid (FAFSA) in order to determine eligibility for interest benefits (subsidized and unsubsidized). Once the FAFSA has been processed, students who are attending OCtech on at least a half-time basis (6 credit hours per semester) would complete the necessary loan application.

After a student graduates, leaves school, or drops below half-time enrollment status, there is a six-month grace period before repayment begins. A student has up to 10 years to repay a student loan with at least a $50.00 minimum monthly payment. The interest rate is variable and is adjusted each July 1. The interest rate is specified in the Notice of Loan Guarantee, which all borrowers receive when a loan is approved.

Deadlines for applying for student loans:

- November 1 Fall term
- April 1 Spring term
- June 30 Summer term

SCHOLARSHIPS

Life Scholarship

The Legislative Incentives for Future Excellence (LIFE) Scholarship is an annual full-tuition scholarship (up to $2500) that is awarded to students who meet the following criteria and attend the College on a full-time basis during the fall and spring terms:

1. Must be a resident of South Carolina.
2. Must possess a 3.0 cumulative grade point average (GPA) on a 4.0 scale at the time of high school graduation for entering freshmen.
3. Must have no felony, alcohol or drug convictions.
4. Must owe no refund or be in default on State or Federal Aid.
5. Must be a full-time student in an approved curriculum of study.
6. Must possess a cumulative GPA of 3.0 and 30 earned credit hours in all previous College coursework.
7. Must be a graduate of a South Carolina high school.

Students who are enrolled in a one-year program of study may only receive the LIFE Scholarship for two semesters. Students who are enrolled in a two-year program of study may only receive the scholarship for four semesters. This time-frame begins at the initial term of enrollment in any college after high school graduation. For additional information, contact OCtech's Admissions or the Financial Aid Office.

South Carolina Education Lottery Scholarship

South Carolina Lottery Tuition Assistance is available to students attending OCtech as long as they meet all eligibility requirements. Students who desire to apply for lottery tuition assistance benefits must apply for all federal and state grants first by filling out the Free Application for Federal Student Aid (FAFSA). Students must also be accepted in a certificate, diploma, or degree program; must be registered for at least six (6) credit hours; and must be legal residents of the state of South Carolina.

According to state law, federal grants and need-based grants will be applied towards technical college tuition before lottery-funded tuition assistance will be applied. For example, if a student receives $400 in federal grants and $200 in need-based grants, $600 will be applied against the student's tuition before lottery-funded tuition assistance will be applied.

The law also states that students may only apply lottery tuition assistance towards one certificate, diploma or associate degree program every five years, unless the additional certificate, diploma or associate degree is necessary for progress in a field of study, and constitutes progress in the same field. IMPORTANT: Students receiving the LIFE Scholarship are not eligible for lottery-funded tuition assistance.

Orangeburg-Calhoun Technical College Foundation Scholarships

Specific guidelines for OCtech Foundation scholarships are available in the Financial Aid Office. These scholarships are awarded according to funding available for the current year.

Belk Endowed Scholarship: Scholarship will be awarded in the fall semester for one academic year. Students must reapply each year for the scholarship. Preference will be given to students enrolled in programs in the Business division. Candidates must maintain a cumulative GPA of 2.75 in order to keep the scholarship.

Book Scholarships (according to availability): Student must have a 3.0 GPA. The scholarship is to be used for required books and required supplies. The scholarship is for one semester only, and any balance will not be carried over to the next semester. Scholarships will be awarded all three semesters, and students may reapply each semester.

BP Electronic Instrumentation Technology Scholarship: Scholarship will be used to assist individuals to further their education and training at Orangeburg-Calhoun Technical College in pursuit of a career in Electronics Instrumentation majoring in Electrical Engineering Technology, Specialization in Electronic Instrumentation. The award can be used for tuition, books, and/or required supplies. Preference will be given to students from Berkeley, Charleston, and Dorchester (Tri-County) Counties. Students must have a minimum 2.5 cumulative GPA to be considered.

A.L. "Red" Brewington Endowed Scholarship: Scholarship will be awarded in the fall semester for one academic year. Students must reapply each year for the scholarship. Preference will be given to students enrolled in the nursing program. Preference will be given to students with a C+ to B grade average.

Dr. Rocco D. Cassone Endowed Scholarship: Scholarship will be awarded in the fall semester for one academic year. Students must reapply each year for the scholarship. Preference will be given to students enrolled in the Associate Degree Nursing program.

Ellen Chaplin Endowed Scholarship: Scholarship will be awarded in the fall semester for one academic year. Students must reapply each year for the scholarship. Preference will be given to students from Orangeburg County.

Steve Dalton Memorial Scholarship: Scholarship will be awarded in the fall semester for one academic year. Preference will be given to students in Industrial Technology. The scholarship is to be used for tuition, books, and/or required supplies for coursework.

Emerson Process Management Scholarship: Scholarship will be used to assist needy, worthy individuals to further their education and training at Orangeburg-Calhoun Technical College for no longer than one year. The award can be used for tuition, books, and/or required supplies. Preference will be given to students enrolled in the Industrial Technology Program.

Joseph K. Fairey II Endowed Scholarship: Scholarship will be awarded in the fall semester for one academic year. Preference will be given to needy, worthy individuals enrolled in the Automotive Technology program. Preference will be given to a second year student residing in Orangeburg or Calhoun County. The scholarship is to be used for tuition, books, and/or required supplies.

Federal-Mogul Friction Products Endowed Scholarship: Scholarship will be awarded in the fall semester for one academic year. Students must reapply each year for the scholarship. Preference will be given to students enrolled in the Electronics Instrumentation Technology, Electronics Engineering Technology, or Industrial Electronics Technology programs.

Finish Line Scholarship: Eligible applicants are OCtech students who have completed 50% or more of the credit hours towards their degrees and have earned a cumulative GPA of 2.75 or higher. Scholarships will be awarded for the fall, spring and summer terms. Student must reapply each term.

Robert Wayne Gibson Memorial Scholarship: Eligible applicants are high school seniors who are active members of any Fire Department within Bamberg County or who are children of Bamberg County firefighters and plan to further their education as a full-time student at OCtech or Bamberg County firefighters or spouses of Bamberg County Firefighters who plan to further their education as a full-time student at OCtech. The scholarship will be awarded in the fall semester and can be used for tuition, textbooks and required supplies.

Harold Green Endowed Scholarship: Scholarship will be awarded in the fall semester for one academic year. Preference will be given to students in the Engineering Graphics Technology, Automotive Technology, Machine Tool Technology, Industrial Electronics Technology, Electronics Engineering Technology, and Electronic Instrumentation Technology programs.

Kristy Hutto EMT Scholarship: Scholarship will be awarded to first-time students enrolled in the EMT program. Awards will be given at the conclusion of the EMT classes to the three students with the highest completion grades in each class. Funds are to be used by the recipients to pay their fees for the EMT National Registry exam and required background check.

Dean B. Livingston Endowed Scholarship: Scholarship will be awarded in the fall semester for one academic year. Students must reapply each year for the scholarship. Preference will be given to students who are residents of South Carolina.

Lowe's Scholarship (for tuition only): The student must be at least 18 years of age. Student must be currently enrolled in a 6 to 12 hour program of study at a targeted community college. Student must have intentions to pursue a career in an approved discipline within the Vocational/Technical or Business divisions. Applicants must be majoring in Business, Industrial Technology, or Agriculture. Student must have satisfactorily completed at least one semester with a GPA of 2.0 or higher. Current Lowe's employees who are enrolled at the community college can be considered as applicants for the scholarship. Applicants who are currently employed with another major retailer are not eligible for consideration.

Joseph J. Miller Scholarship: The Joseph J. Miller Foundation funds up to three scholarships to students who reside in Elloree or communities within a 12-mile radius of Elloree including Santee, Cameron and Vance. The scholarships are to be used for tuition, fees, books and required supplies.

OCtech Employee Scholarship: Scholarship will be awarded in the fall semester for one academic year. Students must reapply each year for the scholarship.

Sudhir and Hema Patel Hospitality Scholarship: Scholarship will be awarded for one academic year. Special consideration will be given to those candidates with a demonstrated financial need. Preference will be given to students enrolled in the Business program. The scholarship is to be used for tuition, books, or supplies.

D. L. Scurry Scholarship: Scholarships are awarded to outstanding students who maintain a cumulative GPA of 3.0 and have a demonstrated need for financial assistance.

South Carolina Bank & Trust Scholarship: Scholarship will be awarded in the fall semester for one academic year. Preference will be given to students from low-to-moderate income families within Orangeburg, Calhoun and Bamberg Counties.

Super Sod – Willie Aiken Scholarship: Scholarship will be awarded for one academic year. Scholarship will be given to needy, worthy individuals. Preference will be given to minority candidates with the first option to a child of a Super Sod employee. The scholarship is to be used for tuition or required books.

Tri-County Electric Scholarship: Scholarship will be awarded to a full-time student pursuing a degree or a diploma. Applicants or their parents/guardians must be a member of the Tri-County Electric Cooperative, Inc. Special consideration will be given to candidates with a demonstrated financial need.

John O. Wesner, Jr. Endowed Scholarship: Scholarship will be awarded in the fall semester for one academic year. Preference will be given to needy, worthy individuals enrolled in the Business program. The scholarship is to be used for tuition or books.

Anna Jennie Wheeler Scholarship: Scholarship will be awarded in the spring semester for use during the summer semester. Scholarship will be awarded to students enrolled in the Licensed Practical Nursing program. Student must have a GPA of 3.25 to be considered for the scholarship. The scholarship is to assist the candidate with their educational goals and is to be used for books, tuition and/or other supplies as instructor sees fit.

All scholarships are subject to prior funding before awards are made.

OTHER SCHOLARSHIPS

Clemson University Food Science Program: Scholarships are available for students enrolled in the OCtech/Clemson University Food Science program. Scholarship funds will pay for any remaining tuition not paid by federal and state student aid.

Dick Horne Foundation Scholarship: Provides partial and full scholarships for students in any curriculum program. These scholarships include tuition, fees and books.

OTHER SOURCES OF FUNDS

Employee Tuition Benefits: Ask your employer's personnel officer whether tuition benefits are available to you. If so, call the Financial Aid Office at 803.535.1250 for specific information.

Vocational Rehabilitation: Grants in aid are available to students with physical disabilities. South Carolina Rehabilitation Service determines eligibility. See a member of the financial aid staff for more information.

U.S. Department of Veterans' Affairs Educational Benefits

OCtech is approved for training under title 38, U. S. Code, Chapters 30, 32, 34, and Title 10, U. S. code, Chapter 1606. The approval covers day and evening curriculum programs. Because of the nature of technical curricula, some courses may not be approved for VA educational benefits. OCtech maintains a full-time Veterans' Affairs Office to assist veterans and eligible students already enrolled, as well as those seeking admission.

General Information: The federal, state or private agency administering these educational assistance programs has sole responsibility for determining eligibility and awarding benefits. Most Federal VA educational benefits must be used within 10 years of the date of discharge or the date of eligibility. Generally, veterans with dishonorable discharge are not eligible. Programs and guidelines for eligibility may be changed without notice based on federal or state legislation affecting benefit programs.

Educational Programs for Veterans/Dependents, Active Duty and Reserve Personnel:

Montgomery G.I. Bill (Chapter 30)
This program provides 36 months of full-time education benefits to a veteran or service person in return for $100 per month contribution for 12 months; the military provides matching funds based on length of enlistment.

Vocational Rehabilitation (Chapter 31)
This program pays tuition, fees, textbooks, supplies and equipment plus a monthly subsistence allowance to veterans with a compensable service-connected disability resulting in employment disability as determined by the VA. You must apply within 12 years of VA notification of disability compensation. Generally, benefits are payable up to 48 months for undergraduate training. Application should be made through the VA Regional Office, Vocational Rehabilitation Department.

VEAP (Chapter 32)
Veterans who first entered on active duty between January 1, 1977, and June 30, 1985, were able to voluntarily contribute to an education account to establish eligibility. The initial contribution must have been made by March 31, 1987. The maximum contribution for each participant is $2,700. Department of Defense funds equal to twice the contribution are added to the veteran's account. Veterans have ten years from the date of release from active duty to use VEAP benefits.

Post 9/11 (Chapter 33)
The Post-9/11 GI Bill provides financial support for education and housing to individuals with at least 90 days of aggregate service after September 10, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible to be eligible for the Post-9/11 GI Bill.

Dependents Educational Assistance (Chapter 35)
This program provides educational benefits to spouses who have not remarried and children of a veteran with a permanent and total service-connected disability; a veteran who died while permanently and totally service-connected disabled; or a veteran who died during military service or as a result of a service-connected disability. A child must use the benefit between the ages of 18 to 26.

Restored Entitlement Program for Survivors
Under the provisions of Section 156, Public Law 97-377, benefits are payable to certain survivors of members or former members of the armed forces who died while on active duty prior to August 13, 1981, or died from a disability incurred or aggravated by active duty prior to August 13, 1981. Benefits also may be payable to eligible parents who have in their care a child who has reached age 16, but not 18. Benefits also may be payable to unmarried children who have reached 18, but not 22, and are full-time students.

S.C. Free Tuition for Certain Veterans' Children
Children of veterans who were either residents of South Carolina at the time of entry into service or have resided in South Carolina for at least one year may be eligible for this free tuition program. The program requires that the veteran served honorably in the armed forces of the United States during a period of war and either died while in service or as a direct result of service, or is a POW or MIA, or is totally or permanently disabled as determined by the Veterans Administration, or has been awarded the Congressional Medal of Honor. The veteran, if disabled, must still reside in South Carolina.

Montgomery G.I. Bill-Selected Reserve (Chapter 1606)
This program provides up to 36 months of educational benefits to members of the Selected Reserve, including the Army, Navy, Air Force, Marine Corp and Coast Guard Reserves, the Army National Guard, and the Air Guard. The Reserve components decide who are eligible for the program and provide documentation of eligibility. The VA makes the payments for training to the student.

(Chapter 1607)
1. Reservists called to active duty on or after 9/11/01 under Title 10 for contingency operations for at least 90 consecutive days or more. National Guard members are eligible if called under Section 502 (f), title 32 USC and serve same period.
2. Entitlement is 36 months of full-time benefits.
3. Pays percentage of MGIB based on length of active duty service. Same programs as MGIB.
4. No delimiting if member continues to participate in reserves.

Tutorial Assistance

Tutorial assistance is available to a student who is enrolled half-time or greater and has a deficiency in a subject or subjects required in the student's approved program of education. VA will help defray the cost of individual tutoring with acceptable evidence of the need for tutorial assistance as determined by the school. For more information, contact the Veterans' Office at the College.

How to Apply for Veterans' Benefits

To apply for benefits, the veteran or eligible person must first be accepted into a program of study by the Admissions Office and then report to the Veterans' Affairs office in the Patrick Student Services building, with a certified copy of the DD214 or DD2384 NOBE (Notice of Basic Eligibility) form, if an active reservist. The Veterans' Affairs office coordinates services for veterans and eligible persons and maintains all applications, required forms, and specific details for applying for benefits. The process of applying for benefits approval and receipt of funds may take as long as three months.

The veteran or eligible person must furnish an official transcript from the high school of graduation and official transcripts from all colleges attended. These should be forwarded to the Admissions Office. An evaluation of all college transcripts must be completed by the Registrar. Benefits cannot be extended beyond the second semester until this is accomplished. It is the responsibility of the veteran to make sure the evaluation has been completed.

To change programs, the same admissions and evaluation process must be followed and Change of Program form filled out in the Veterans' Affairs Office.

Payment of Benefits

Veterans and eligible persons cannot be paid for any course not listed in their curricula. If there are any electives listed as part of the curriculum, veterans must not exceed the total number of elective hours designated by the program. Only electives that are listed as approved electives or electives that have been approved in writing by the Program Coordinator may be taken to receive payment of benefits.

Eligible students receive benefits based on their particular VA benefit program and training time while at OCtech. The Veterans' Administration makes payments monthly to the student. New students, or students re-entering college after an interval of thirty days or longer, may be eligible to request Advance Payment to help meet college-related expenses. Advance Payment must be applied for at least forty-five days prior to registration with the Veterans' Affairs Office.

Grading Procedure for Veterans' and Eligible Persons

The law prohibits payment of VA benefits for a course from which the student withdraws, or for a course that the student completes, but receives a grade for the course which will not be used in computing requirements for graduation "AU", "NC" or "CF". In all cases, an "F" grade is defined as a punitive grade for purposes of computing eligibility for and receipt of veterans' benefits.

Interruption of Benefits due to Unsatisfactory Grades or Progress

Once a veteran or eligible person begins receiving benefits, he/she must maintain satisfactory attendance, conduct, and progress. If the school's standards are not met, the Veterans' Affairs Office will notify the Veterans' Administration and benefits will stop. If the school approves reentry in the same program, the Veterans' Affairs office will certify enrollment to VA. If the student does not reenter the same program, benefits may resume if the cause of the unsatisfactory attendance, conduct, or progress has been removed and the VA must find that the program the student intends to take is suitable to his/her abilities, aptitudes and interests.

Attendance

To earn VA benefits, students are required to attend class. Students who attend classes after the published add/drop period and later decide to discontinue enrollment in any or all classes are required to complete and submit the necessary paperwork to withdraw from courses. It is the student's responsibility to complete all requirements for official withdrawal from the College or the course. Failure to complete and submit required documentation to the Student Records Office and the College Veterans' Affairs Office will result in a failing grade of F in any or all courses. The termination date assigned by the school will be the last day of the term or the last day of attendance. The actual termination date may result in an overpayment of benefits, resulting in a debt that the student will owe to the Veterans' Administration.

Refund for Veterans and Eligible Persons

The College refund policy also applies to students receiving veterans' benefits.

Distance Learning Services

OCtech offers distance learning courses to individuals who desire alternative instructional delivery. All student support services, including but not limited to, counseling, advising, assessment, career planning, and financial aid are available and accessible to students enrolled in Internet courses at the College. OCtech provides distance education in four ways:

1. Internet courses
2. C and KU band satellite reception for linking to educational programs and teleconferences around the country.
3. SCETV digital satellite system: OCtech serves as a receiver site for undergraduate and graduate courses originating from the University of South Carolina. Students interested in this option should contact the University of South Carolina Distance Education Department to arrange for this service. OCtech also serves as a viewing site for training provided by the Criminal Justice Academy, the SC Bar Association and other state agencies.
4. VTEL two-way video conferencing between the sixteen colleges in the South Carolina Technical College System.

Student support services are available to students who are enrolled in a variety of distance education courses. Students may find the following services beneficial or necessary to their success in these and other courses at the College. Students are encouraged to utilize information on the College's website at www.octech.edu to access detailed information about services available.

Distance Learning Admissions

Students may apply for distance education courses through OCtech's Office of Admissions by submitting an application for admission via our web site, traditional mail, or by a personal visit to the College. The application for admission is available at www.octech.edu. Applications may also be requested by telephone or mail.

A student who is enrolled at OCtech and other colleges concurrently must meet the admissions criteria of each college for the particular program or course in which he/she plans to enroll. Although OCtech has an "open door" admissions policy, some programs of study require specific admissions criteria relative to that particular curriculum.

Distance Learning Assessment

Distance education courses require an assessment of a student's academic skills. OCtech utilizes the American College Testing Program's COMPASS Test for course placement. OCtech will also accept SAT, ACT and ASSET scores in lieu of COMPASS scores.

Placement testing sessions are conducted Monday through Thursday at OCtech. The College will also schedule assessment sessions at other non-standard times to meet the needs of distance education students. Contact the Admissions Office for scheduling information.

Distance Learning Academic Advising, Scheduling and Registration

OCtech employs qualified staff and faculty to assist distance education students with course selections and class scheduling to address student needs. Advising and scheduling are typically conducted on campus with faculty advisors or Student Services counselors by appointment or on a walk-in basis. Students are also permitted to schedule classes by telephone, providing all admissions requirements have been satisfied. Students may pay required tuition and fees to the College's Business Office by mail, in person, by telephone or online through Connect.

Distance Learning Orientation

Distance education students are invited and encouraged to participate in OCtech's online orientation program. Online orientation is conducted for new students at the beginning of each new term. Students can access the orientation online under the Admissions tab on the College website.

Distance Learning Personal and Academic Counseling

Distance education students may utilize counseling services by visiting the OCtech Student Services Office. Counseling services are available to students in the Patrick Student Services building, Monday through Thursday, from 8:00am until 6:00pm Students may make an appointment with a counselor by calling 803.535.1224 or (toll free) 1.800.813.6519. Distance Education students may access all student services through www.octech.edu.

Distance Learning Job Placement Assistance

Job Placement Services are available to distance education students. This a free service and includes resume information and assistance, cover letter information, interviewing techniques, and job referrals. Students may visit Job Placement Services in the Academic Success and Career Center (ASCC) . Students may also inquire about Job Placement Services by calling 803.535.1278 or sending an email through the Job Placement Services page on the website. Current job listings for students may be found on the College's website under Student Resources.

Distance Learning Student Activities

Students who are enrolled in distance education courses are encouraged to participate on the Student Advisory Board, in honor societies and student clubs on campus. Information on various student organizations may be obtained from Student Services counselors and faculty advisors on campus. Consult a counselor in the Student Services Office for more information.

Distance Learning Student Financial Aid

Financial aid services are available to students enrolled in distance education courses. Students must submit the same application and maintain the same academic standards of progress as established for all other OCtech students. For additional information, call 803.535.1224 or toll free at 1.800.813.6519 ext.1224.

English Fluency in Higher Education Act of 1991

OCtech has adopted policies and procedures in compliance with the English Fluency in Higher Education Act of 1991. Students may receive a complete copy of these policies and procedures by contacting the Vice President for Academic Affairs. The purpose of this Act and accompanying procedures is to define methods to ensure that all permanent and adjunct faculty whose first language is other than English, and who teach one or more credit courses, possess adequate proficiency in both the written and spoken English language and that appropriate response be given to student complaints regarding an instructor's English fluency.

Services for Students with Disabilities

Orangeburg-Calhoun Technical College complies fully with section 504 of the 1973 Vocational Rehabilitation Act and the Americans with Disability Act. Moreover, the College is committed to making all program services and College activities accessible to all students. Students with physical disabilities who require special assistance for registration, class attendance, or parking, should contact the Coordinator for Students with Disabilities in the Student Services Office.

Students who have a documented learning disability or a documented disability that interferes with cognitive performance and who require special accommodations should also contact the Coordinator for Students with Disabilities. Students must reveal their documented disability and the need for special accommodations.

Safety

Safety should be a part of a student's education at OCtech. Instructors and students in all programs should constantly stress safety. In the event of an accident, students should inform the instructor immediately so that a complete report may be made to Campus Public Safety 803.682.3335, the Student Services Division 803.535.1224 and the Office of the Chief Business Officer 803.535.1205.
The following procedure is to be followed in case of an accident causing injury:

1. Notify instructor immediately.
2. If there is a serious accident, dial 911 and make a report without delay.
3. Do not move the victim unless absolutely necessary, and then only with extreme care.
4. Remain with the victim until he/she is under care of the instructor, medical personnel or other responsible person.
5. Students are not to be given any internal medication. First aid is to be limited to providing comfort while awaiting medical personnel.
6. Take steps to prevent any reoccurrence of accidents.
7. GOOD SAFETY PRACTICES CALL FOR PREVENTION, NOT TREATMENT OF ACCIDENT VICTIMS.

Other Emergency Situations

In case of fire: Call 911 or 803.682.3335.

To evacuate a building: Pull the handle of a fire alarm box; there is one located near the outside door of each building. Fire alarm boxes alert and warn persons nearby, but are NOT connected to the fire station.

In case of a minor accident: administer first aid, and then notify Campus Public Safety, the Business Office and the Student Services Office.

Student Insurance

Every precaution possible is taken to ensure the safety of students throughout the College; however, all curriculum students are provided with a limited amount of accident insurance coverage. Students receive coverage through the College, as the premium cost is included in the student's tuition and fees. This insurance covers the student while he/she is on school property attending regularly scheduled classes, or while on a College-sponsored trip. Absence from the College premises during the day, such as during the lunch hour, is not covered.

A student injured while on campus or a College-related activity should instruct the physician or emergency room staff that he/she is covered under student insurance and to send itemized statements of all charges to the Office of Business Affairs, 3250 St. Matthews Road, Orangeburg, SC 29118. The student is required to go by the Business Affairs Office in Building A to sign an insurance form in order for the claim to be submitted.

Health and Medical Services

The Regional Medical Center of Orangeburg and Calhoun Counties (tRMC) is conveniently located adjacent to the campus. Its emergency room is available and staffed 24 hours a day. Students needing medical attention are referred to the hospital. Ambulance service is available when required at the student's expense.


2014-2015
COLLEGE CATALOG
THE COLLEGE
ORANGEBURG-CALHOUN TECHNICAL COLLEGE

Institutional Effectiveness

The Office of Institutional Effectiveness (IE) is an extension of the Office for Academic Affairs. Research and analysis of academic programs and divisions for institutional effectiveness are conducted by IE. The director serves as OCtech's liaison for performance funding and institutional effectiveness to the State Board for Technical and Comprehensive Education. Qualitative and quantitative analyses of all areas of the College are conducted and reported.

The Office of Institutional Effectiveness is also responsible for the College's Strategic Plan assessment, assessment of student learning outcomes, program evaluations, and student evaluation of instruction.

Library Services

Whether you are on campus or online, the Library at OCtech provides a wealth of resources and services to meet your educational and information needs. From electronic databases, electronic books, local online catalog and a statewide catalog of SC college and university libraries, audiovisuals and print resources, the Library offers seeks to provide current and historical information necessary for research and class assignments.

The Library consists of two facilities. The main location is on the second floor of The Gressette Learning Resource Center, Building B. The other location, the Health Sciences Media Center, is located in Building K and serves the Allied Health and Nursing programs.

Resources and services provided by the Library include:

UNICORN CATALOG

The Library's online catalog is UNICORN and is accessible from the College's website via the Library's webpage. It provides a means to search for books in both print and electronic format. Electronic books may be viewed both on and off campus (off-campus use requires signing in with a current and valid Library ID). UNICORN searches can be expanded to PASCAL Delivers and eBrary to provide users with additional print and electronic resources.

PASCAL DELIVERS (Statewide Catalog)

PASCAL Delivers is a statewide consortium that provides access to the library collections of the majority of college and university libraries in South Carolina. It is accessible from UNICORN and allows students to borrow books from other colleges at no charge. PASCAL Delivers is a rapid delivery system, managed by a courier service. Borrowed material generally arrives within three to four days. Access to PASCAL Delivers broadens the student's access to print materials.

ELECTRONIC DATABASES

The Library provides access to 59 electronic databases covering a wide range of subject areas. The collection of databases is provided primarily by DISCUS (Digital Information for South Carolina Users) and PASCAL (Partnership Among South Carolina Academic Libraries). The databases are available on campus and off campus (off-campus use requires signing in with a current and valid Student ID).

NETBOOKS
The Library checks out netbooks (laptops) to currently enrolled OCtech students. All netbook borrowers must sign a loan agreement form that details the conditions of use.

eBOOKS
The Library provides 12 collections of ebooks, both general and specific, accessible on campus and off campus. Off campus use requires a current and valid Student ID. Among the subject specific areas are: nursing/allied health; history; careers; and literature. In addition, the Library provides AXIS360, a collection of fiction and nonfiction titles downloadable to Nooks, tablets, PCs, and iphones.

LIBRARY INSTRUCTION
The Library staff provides information literacy instruction to classes based on specific assignments. These classes are scheduled by faculty and a lesson plan is developed cooperatively between the faculty member and the library instructor.

LIBGUIDES
LibGuides is a content management service to which the Library subscribes. This service allows librarians and faculty to collaborate to provide and share relevant information to a specific course, class or assignment. LibGuides are used during Library Instruction, and students can access the detailed resources (ebooks, databases, catalog, PASCAL Delivers) on campus and off campus.

COUNTY LIBRARIES
Students who wish to check out materials from area county libraries must obtain a library card from those institutions. Check with those libraries for policies and procedures.

ADDITIONAL SERVICES
A photocopier is available in the Library. Copies are $.10/page and must be paid for in cash. Copyright laws must be observed when making copies. A copyright notice is posted above the copier.

Laminations (letter to poster size) are produced. Costs vary according to size of material. Requests must be turned in at least 48 hours before the lamination is needed.

DISTANCE LEARNERS
Distance learners have access to all electronic resources with the use of their Library ID. This 13-digit number is a combination of the college's federal code (006815) and the student's Datatel number (which can be found below the student's name after logging in to Campus Cruiser).
Example: 006815-####### (replace ####### with student 7-digit Datatel number). Always include the dash.

ADA
In compliance with the Americans with Disabilities Act, accommodations to serve students with disabilities are available in the Library.

Student IDs

Every registered student at OCtech must have a current and valid student ID and is required to have it on their person at all times while on the College's campus. A current ID is required for entrance to the Library. There is no fee for the first student ID. IDs serve as library cards and are required to check out books, to use Reserve materials, to use PASCAL Delivers, and to sign in for off-campus access to electronic resources.

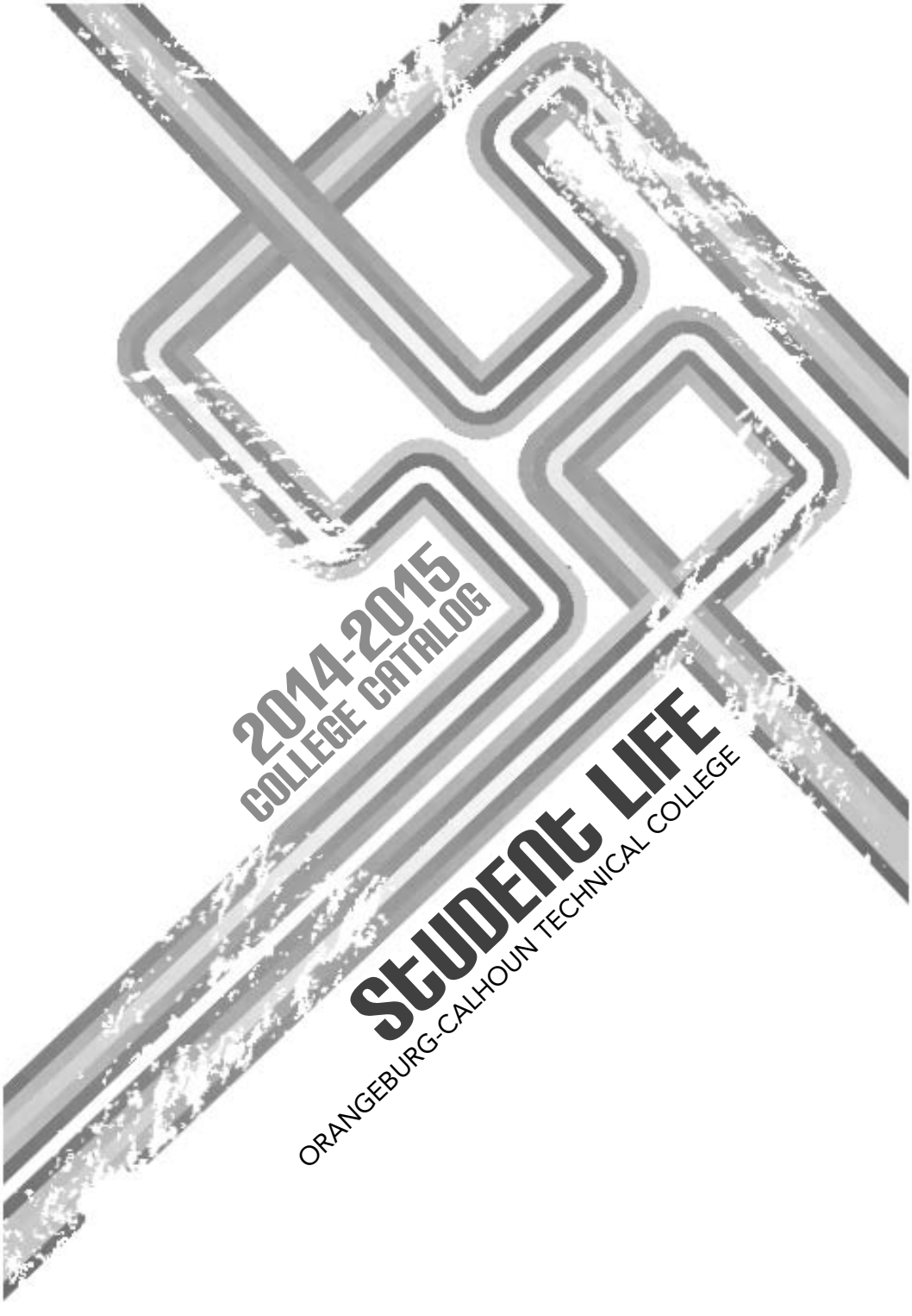
1. **NEW ID:** To obtain an ID, students should bring a driver's license or other picture ID to the Library.
2. **Update/Validate Policy:** ID's must be updated/validated every semester a student is enrolled. Bring your current ID to the Library; staff will verify your enrollment and place a current semester sticker on the ID.
3. **Replacement ID's:** The cost to replace a lost, stolen or destroyed ID is $15.00. Students pay this fine at the Cashier's Office in Building S and bring the receipt to the Library to get a replacement ID.
4. **Replacement ID without cost:** IDs are replaced at no cost under the following guidelines
   - Name change
   - Broken ID (pieces must be brought to the Library)
   - Student has not attended OCtech for 3 consecutive semesters or 1 academic school year

Bookstore

The OCtech Bookstore is located on the first floor of the Gressette Learning Resource Center, Building B, and carries a complete line of textbooks, supplies and general merchandise. Day and evening hours of operation are posted on the student bulletin boards and on the door of the bookstore.

Cyber Cafe

The Cyber Cafe is located in the main lobby of the Patrick Student Services building and is open from 11 am to 1 pm Monday through Thursday. Drink and snack machines are located in the Canteen. WiFi access is also available.


2014-2015
COLLEGE CATALOG
STUDENT LIFE
ORANGEBURG-CALHOUN TECHNICAL COLLEGE

Student Advisory Board

The Student Advisory Board (SAB) consists of representatives from active student organizations and the student body at large. The SAB officers will be chosen from among the representatives. The SAB is an organization committed to providing services and activities for students that promote and enhance the total growth and development of students.

Campus Organizations

These active organizations are recognized by the Student Services Division:

- Student Advisory Board
- Society of Future Radiologic Technologists
- Associate Degree Nursing Student Nursing Association
- Phi Theta Kappa
- Future Practical Nursing Club
- Future Educators of America
- Gaming Club
- Student Chapter of Association of Computing Machinery Chapter
- OCtech Outdoors Club
- Student Veteran's Association
- Wall Street Club

Campus Visits

Visitors are always welcome at OCtech. The College encourages each student to invite relatives and friends to visit the campus. From time to time, important visitors are accompanied through the College by College officials. These guests often include friends of the College, prospective employers of students, governmental figures or industrial prospects. Instructors and students should continue their work without obvious concern when these guests visit classes.

Vehicle Registration

Student vehicles on College property must be registered. Vehicles should be registered at the time of class registration. Registration during the semester may be processed at the Information Desk in the Patrick Student Services building.

Inclement Weather Policy

If ice, snow or other inclement weather conditions force the closing of the College, public announcements will be made on the OCtech website and over local radio and television stations. An appropriate message will also be recorded, in lieu of the usual greeting on the College's main telephone number. If a closing announcement is not made, then the College is open.

College Use of Student/Faculty/Staff Photographs

It is the College's practice to take photographs of students, faculty and staff around campus and/or at College-related activities for use in various College publications, including use on the OCtech website. If the individuals in the photograph(s) are to be identified by name, or if the photograph(s) is posed rather than spontaneous, permission from the individual(s) will be obtained prior to use of the photograph(s) in the above-mentioned circumstances.

If any individual does not wish to have his/her photograph(s) used in any identifiable manner, every reasonable effort will be made to accommodate that request provided the individual submits written notice of such a request to:

Public Relations Coordinator
Orangeburg-Calhoun Technical College
3250 St. Matthews Road
Orangeburg, SC 29118-8299

For use in making such a request, the individual should use a form entitled, Notice of Preference as to College Use of Photographs, which may be obtained at the Information Desk in the Patrick Student Services building.

Student Responsibilities

1. It is essential that all students realize that industrial apparatus and materials in shops and labs are required.
2. The posted speed limit governs campus driving. Pedestrians have the right-of-way at all times. In the event of an accident, students should immediately report the incident to security personnel.
3. Each student is responsible for information published through notices, announcements, and mailings each term.
4. Students should enter faculty and business offices and storerooms only when authorized by faculty or staff personnel.
5. Only in case of emergency will students be called out of class for telephone calls. No calls may be placed by students on office phones.
6. A student taking credit for work other than his or her own is subject to disciplinary action and alteration of grades.
7. Students should keep cars locked at all times. The College does not assume responsibility for stolen articles.
8. Individuals wishing to place notices on campus must have approval of the Student Advisory Board or the Vice President for Student Services.

Academic Student Conduct

OCtech students are considered to be mature individuals, whose conduct is expected to be dignified and honorable. It is the student's responsibility to remember that his or her actions directly affect the reputation of the College. Common courtesy and cooperation should be part of the student's daily living habits.

Student conduct, both at the College and off campus, must reflect that of a good citizen. Dishonesty is considered a serious offense. Dishonesty in any form will result in severe disciplinary action. Any activities that may be considered detrimental to the mission of the College may be cause for dismissal, subject to the discretion of the Vice President for Academic Affairs or the Vice President for Student Services.

OCtech reserves the right, in the interest of its students, to decline admission, suspend or require the withdrawal of a student for any reason deemed to be in the interest of OCtech.

The Student Code of Conduct

I. PRINCIPLES
OCtech students are members of both the community at large and the academic community. As members of the academic community, students are subject to the obligations that accrue to them by virtue of this membership. As members of the larger community of which the college is a part, students are entitled to all rights and protection accorded them by the laws of that community.

By the same token, students are also subject to all laws; the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instance, college discipline will be initiated only when the presence of the student on campus will disrupt the educational process of the college. However, when a student's violation of the law also adversely affects the college's pursuit of its recognized educational objectives, the college may enforce its own regulations. When students violate college regulations, they are subject to disciplinary action by the college whether or not their conduct violates the law. If a student's behavior simultaneously violates both college regulations and the law, the college may take disciplinary action independent of that taken by legal authorities.

The Student Code of Conduct for Orangeburg-Calhoun Technical College sets forth the rights and responsibilities of the individual student.

II. SOLUTIONS OF PROBLEMS
The college will seek to solve problems by internal procedures of due process. When necessary, off-campus law enforcement and judicial authorities may be involved.

In situations where South Carolina Technical/Community Colleges have shared programs, the Chief Student Services Officer where the alleged violation of the Student

Code for the South Carolina Technical College System occurred will handle the charges. A change of venue to the other college may be granted, based on the nature of the offense, provided it is agreed to by the Chief Student Services Officers of both colleges. Any sanctions imposed will apply across both colleges.

In situations where a student is dually enrolled in 2 or more South Carolina Technical/Community Colleges and is charged with a violation of the Student Code for the South Carolina Technical College System, the Chief Student Services Officer of the college where the alleged infraction occurred will handle the charges and the sanctions may apply at each college in which the student is enrolled.

III. DEFINITIONS
When used in this document, unless the content requires other meaning,

A. "College" means OCtech or any college in the South Carolina Technical College System.

B. "President" means the chief executive officer at Orangeburg-Calhoun Technical College

C. "Administrative Officer" means anyone designated at the college as being on the administrative staff such as President, Vice President, Vice President for Student Services, Vice President for Academic Affairs, Vice President for Business Affairs.

D. "Chief Student Services Officer" means the Administrative Officer at the College who has overall management responsibility for student services, or his/her designee.

E. "Chief Academic Officer" means the Administrative Officer at the College who has overall management responsibility for academic programs and services, or his/her designee.

F. "Student" means a person taking any course(s) offered by the college.

G. "Instructor" means any person employed by the college to conduct classes.

H. "Staff" means any person employed by the college for reasons other than conducting classes.

I. "SGA" means Student Government Association or Student Advisory Board of the college.

J. "Campus" means any place where the college conducts or sponsors educational, public service, or research activities.

K. "Violation of Law" means a violation of a law of the United States or any law or ordinance of a state or political subdivision which has jurisdiction over the place in which the violation occurs.

L. "Suspension" means a temporary separation of the college and student under specified conditions.

M. "Expulsion" means permanent separation of the college and student.

Student Code

I. GENERAL RIGHTS OF STUDENTS

A. Nondiscrimination-- There shall be no discrimination in any respect by the college against a student, or applicant for admission as a student, based on race, color, age, religion, national origin, sex or disability.

B. Freedom of Speech and Assembly-- Students shall have the right to freedom of speech and assembly without prior restraints or censorship subject to clearly stated, reasonable, and nondiscriminatory rules and regulations regarding time, place, and manner.

Students desiring to conduct an assembly must submit a request to the President, or other designated college official, requesting a specific date, time, location, and manner no later than 15 working days prior to the date of the desired event. The request will be approved, amended, or denied no more than 10 working days prior to the desired event.

C. Freedom of the Press-- In official student publications, they are entitled to the constitutional right of freedom of the press, including constitutional limitations on prior restraint and censorship. To ensure this protection, the college shall have an editorial board with membership representing SGA, faculty, and administration. Each college has the responsibility of defining the selection process for its editorial board. The primary responsibility of the board shall be to establish and safeguard editorial policies.

D. Protection Against Unreasonable Searches and Seizures-- Students are entitled to the constitutional right to be secure in their persons, dwellings, papers, and effects against unreasonable searches and seizures. College security officers or administrative officers may conduct searches and seizures only as authorized by law.

E. Student Representation in College Governance-- Students should be represented on campus committees that have the following duties:

1. To propose policy that affects student activities and conduct.
2. To make policy decisions on such matters.
3. To implement policy.

F. Classroom Behavior-- Discussion and expression of all views relevant to the subject matter is recognized as necessary to the educational process, but students have no right to interfere with the freedom of instructors to teach or the rights of other students to learn.

The instructor sets the standards of behavior acceptable in the classroom by announcing these standards early in the term. If a student behaves disruptively in class after the instructor has explained the unacceptability of such conduct, the instructor may dismiss the student for the remainder of that class period.

The instructor shall initiate a discussion with the student to resolve the issue prior to the next class meeting. A further disruption by the student may result in a second dismissal and referral in writing by the faculty member to the Chief Student Services Officer. These procedures for classroom behavior do not limit the action that may be taken for proscribed conduct under Section III herein and instructors may dismiss students from class for the remainder of the class period for such conduct. Students remain subject to other sanctions hereunder for such conduct.

G. Evaluation and Grading-- Instructors will follow the announced standards in evaluating and grading students.

Grades are awarded for student academic performance. No grade will be reduced as a disciplinary action for student action or behavior unrelated to academic achievement.

H. Privacy-- Information about individual student views, beliefs, and political associations acquired by instructors, counselors, or administrators in the course of their work is confidential. It can be disclosed to others only with prior written consent of the student involved or under legal compulsion.

I. Records

1. General
   The student records office will maintain and safeguard student records. All official student and former student records are private and confidential and shall be preserved by the college. Separate record files may be maintained for the following categories:
   - academic,
   - medical
   - psychiatric and counseling
   - placement
   - financial aid
   - disciplinary
   - financial
   - veterans affairs

2. Confidentiality of Records
   Before information in any student file may be released to anyone, the student must give prior written consent except in those instances stated below:
   a. To instructors and administrators for legitimate educational purposes.
   b. To accrediting organizations to carry out their functions.
   c. To appropriate parties to protect the health and safety of students or other individuals in emergencies with the understanding that only information essential to the emergency situation will be released.
   d. The Chief Student Services Officer may release directory information as authorized by the college through federal and state privacy legislation.
   e. If the inquirer has a court order, the Chief Student Services Officer or someone designated by that official will release information from the student's file.

3. Disciplinary Records
   Records of disciplinary action shall be maintained in the office of the Chief Student Services Officer. No record of disciplinary action shall be entered or made on the student's academic records.

4. Treatment of Records after Student Graduation or Withdrawal. When students withdraw or graduate from a technical/community college, their records shall continue to be subject to the provisions of this code.

II. STUDENT GOVERNMENT AND STUDENT ORGANIZATIONS

A. Student Government, Student Advisory Boards and Student Organizations
The college Student Government/Advisory Association's constitution, as approved by the area commission, establishes the governance structure for students at a college. Amendments to the constitution require approval as stipulated in each Student Government Association constitution.

B. Student Organizations
An essential prerequisite for a student organization to be approved is that it has educational importance and that its objectives be clearly explained in a proposed charter.

The formation of organizations strictly as social clubs should be discouraged. Prior to consideration for approval as an organization, an organization constitution or bylaws must be prepared, and a person must be identified who is willing to serve as advisor, and the names of charter members must be submitted.

III. PROSCRIBED CONDUCT

A. General
Certain conduct is proscribed and upon violation of such proscriptions, a student shall be subject to one or more of the sanctions specified in Section IV.D.2.c. However, it is expected that the more severe sanctions of suspension and expulsion will be imposed sparingly and only for more extreme or aggravated violations or for repeated violations.

B. Abuse of Privilege of Freedom of Speech or Assembly
No student, acting alone or with others, shall obstruct or disrupt any teaching, administrative, disciplinary, public service, research, or other activity authorized or conducted on the campus of the college or any other location where such activity is conducted or sponsored by the college. This disruption does not necessarily have to involve violence or force for the student to face disciplinary actions. In addition to administrative action, any person who violates the law will be turned over to the appropriate authorities.

In the event of illegal or disruptive activity on a college campus, the Chief Student Services Officer or other administrative officer will request those involved either to leave the campus or abide by regulations governing uses of, or presence on, the campus. The Chief Student Services Officer or other official will further announce that failure to disperse will result in enforcement of Section 16- 17-420 of the South Carolina Code of Laws pertaining to illegal or disruptive activity on a college campus. According to South Carolina law, "It shall be unlawful for any person willfully or unnecessarily:

1. to interfere with or disturb in any way or in any place the students or teachers of any school or college in this state
2. to enter upon any such school or school premises,
3. to loiter around the premises, except on business, without the permission of the principal or president in charge, or
4. to act in an obnoxious manner thereon."
(Section 16-17-420 part 2 of South Carolina Code of Laws).

C. Academic Misconduct
All forms of academic misconduct including, but not limited to, cheating on tests, plagiarism, collusion, and falsification of information will call for discipline. Alleged violations will be handled according to the procedures presented in Section IV.B.

1. Cheating on tests is defined to include the following:
   a. Copying from another student's test or answer sheet.
   b. Using materials or equipment during a test not authorized by the person giving the test.
   c. Collaborating with any other person during a test without permission.
   d. Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of a test prior to its administration.
   e. Bribing or coercing any other person to obtain tests or information about tests.
   f. Substituting for another student, or permitting any other person to substitute for oneself.
   g. Cooperating or aiding in any of the above.
2. "Plagiarism" is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work.
3. "Collusion" means knowingly assisting another person in an act of academic dishonesty.
4. “Fabrication” is defined as falsifying or inventing information in such academic exercises as reports, laboratory results, and citations to the sources of information.

D. Falsification of information, and other unlawful acts, with intent to deceive is defined as:

1. Forgery, alteration, or misuse of college documents, records, or identification cards.
2. Destruction of evidence with the intent to deny its presentation to the appropriate hearing or appeals panel when properly notified to appear.

E. Infringement of rights of others is defined to include, but not limited to, the following:

1. Physical or verbal abuse inflicted on another person.
2. Severe emotional distress inflicted upon another person.
3. Theft, destruction, damage, or misuse of the private property of members of the college community or non-members of the college community occurring on campus or off campus during any college approved activity.
4. Sexual harassment inflicted on another person. This is defined as sexual discrimination where the harassing conduct created a hostile environment. Therefore, unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when the conduct is sufficiently severe, persistent, or pervasive to limit an individual's ability to participate in or benefit from the education program, or to create a hostile or abusive educational environment.
5. Stalking, defined as engaging in a course of conduct that would place a reasonable person in fear for their safety, and that has, in fact, placed an individual in such fear.

F. Other unlawful acts which call for discipline include, but are not limited to:
   1. Destruction, theft, damages, or misuse of college property occurring on or off campus.
   2. Unauthorized entry upon the property of the college after closing hours.
   3. Unauthorized presence in any college facility after hours.
   4. Unauthorized possession or use of a key to any college facility or other property.
   5. Possession or use on campus of any firearm or other dangerous weapon or incendiary device or explosive unless such possession or use has been authorized by the college.
   6. Possession, use or distribution on campus of any narcotics, dangerous, or unlawful drugs as defined by the laws of the United States or the State of South Carolina.
   7. Possession, use, or distribution on campus of any beverage containing alcohol.
   8. Violation of institutional policies while on campus or off campus when participating in a college sponsored activity.
   9. Violation of South Carolina and/or federal laws while on campus or off campus when participating in a college sponsored activity.
   10. Engaging in any activity that disrupts the educational process of the college, interferes with the rights of others, or adversely interferes with other normal functions and services.

IV. RULES OF STUDENT DISCIPLINARY PROCEDURE AND SANCTIONS

The sanctions that follow are designed to channel faculty, staff or student complaints against students for all matters excluding sexual violence or sexual harassment .

For complaints based on sexual harassment or sexual violence where another student is the accused, please refer to OCtech procedure "Addressing Alleged Acts of Sexual Violence and Sexual Harassment" (Procedure number 4.049.02)

For complaints based on sexual harassment or sexual violence where an employee of the college is the accused, please refer to OCtech procedure Non Discrimination and Anti-Harassment Sexual Harassment (Procedure number 8.004.01)

Due process of law is essential in dealing with infractions of college regulations and state and federal statutes. Consequently, any disciplinary sanction imposed on a student or organization will follow the provisions of this code.

A. Administrative Suspension
   1. If an act of misconduct threatens the health or well-being of any member of the academic community or seriously disrupts the function and good order of the college, an administrative officer may direct the student involved to cease and desist such conduct and advise the student that failing to cease and desist may result in immediate administrative suspension. If the student fails to cease and desist, or if the student's continued presence constitutes a danger, the President of the College, or his/her designee, may temporarily suspend the student from the college pending the outcome of a disciplinary hearing on the charge(s).
   2. The President, or his/her designee, shall notify the Chief Student Services Officer in writing about the nature of the infraction and the name of the student before 5:00 p.m. of the first class day following its imposition of the administrative suspension. The Chief Student Services will inform the student, in writing, about the decision. This written notice will be hand-delivered to the student or sent by certified mail within two working days of receiving the information from the President or his/her designee.

B. Academic Misconduct
   1. An instructor who has reason to believe that a student enrolled in his/her class has committed an act of academic misconduct must meet with the student to discuss this matter. The instructor must advise the student of the alleged act of academic misconduct and the information upon which it is based. The student must be given an opportunity to refute the allegation.
   2. If the instructor, after meeting with the student, determines that the student has engaged in academic misconduct as alleged, the instructor will inform the student about the decision and the academic sanction that will be imposed. The instructor may impose one of the following academic sanctions:
      a. Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
      b. Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.
      c. Assign a failing grade for the course.
      d. Require the student to withdraw from the course.
   3. If the student is found responsible for the academic misconduct, within five working days of the meeting, the instructor will submit a written report about the incident and the sanction imposed to the Chief Academic Officer.
   4. The Chief Academic Officer, or designee, will send a letter to the student summarizing the incident, the finding, the terms of the imposed sanction, and informing the student that he/she may appeal the decision and/or the sanction by submitting a written request to the Chief Academic Officer within seven working days of the date of the Chief Academic Officer's letter
   5. If the student requests an appeal, the Chief Academic Officer, or designee, will schedule a time for the meeting. The Chief Academic Officer, or designee, will send a certified letter to the student. In addition to informing the student that the Chief Academic Officer, or designee, will hear the appeal, this letter must also contain the following information:
      a. A restatement of the charges
      b. The time, place, and location of the meeting
      c. A list of witnesses that may be called
      d. A list of the student's procedural rights. These procedural rights are presented in of the Student Code and Grievance Procedure, Section V. A. 1.e.
   6. On the basis of the information presented at the appeal, the Chief Academic Officer, or designee, will render one of the following decisions:
      a. Accept the decision and the sanction imposed by the instructor
      b. Accept the instructor's decision but impose a less severe sanction
      c. Overturn the instructor's decision
   7. The Chief Academic Officer, or designee, will send the student a letter within two working days of the meeting. This letter will inform the student of the decision and inform the student that the decision can be appealed to the President of the College by sending a letter detailing the reasons for the appeal to the President's Office within five working days.
   8. After receiving the student's request, the President will review all written materials relating to this incident and render one of the following decisions. The President's decision is final and cannot be appealed further.
      a. Accept the decision and the sanction imposed
      b. Accept the decision but impose a less severe sanction
      c. Overturn the decision
      d. Remand the case to the Student Appeals Committee to re-hear the case according to the procedures listed in section IV. D and section V.

C. Student Misconduct
   1. A charge involving a student infraction must be filed in writing at the office of the Chief Student Services Officer within 5 working days after the alleged infraction or after such infraction becomes known to an administrative officer of the college.
   2. Within 5 working days after the charge is filed, the Chief Student Services Officer, or designee, shall complete a preliminary investigation of the charge and schedule immediately a meeting with the student. After discussing the alleged infraction with the student, the Chief Student Services Officer, or designee, may act as follows:
      a. Drop the charges.
      b. Impose a sanction consistent with those shown in Section IV.D.2.c, Student Appeals Committee.
      c. Refer the student to a college office or community agency for services.
   3. The decision of the Chief Student Services Officer, or designee, shall be presented to the student in writing within 5 working days following the meeting with the student. In instances where the student cannot be reached to schedule an appointment, or where the student refuses to cooperate, the Chief Student Services Officer, or designee, shall send a certified letter to the student's last known address, providing the student with a list of the charges, the Chief Student Services Officer's, or designee's decision, and instructions governing the appeal process.
   4. A student who disagrees with the decision may request a hearing before the Student Appeals Committee. This request must be submitted within 2 working days after receipt of the decision unless a request is made and approved for an extension of time. The Chief Student Services Officer shall refer the matter to the Committee together with a report of the nature of the alleged misconduct, the name of the complainant, the name of the student against whom the charge has been filed, and the relevant facts revealed by the preliminary investigation.

D. The Student Appeals Committee
Each college shall have a Student Appeals Committee (hereafter referred to as the Committee) to consider the case of a student who declines to accept the findings of the Chief Student Services Officer. The hearing shall be held within 15 working days after the student has officially appealed the decision of the Chief Student Services Officer.
   1. Membership of the Committee shall be composed of the following:
      a. Three faculty members appointed by the Chief Academic Officer and approved by the President.
      b. Three student members appointed by the appropriate student governing body and approved by the President.
      c. One member of the Student Services staff appointed by the Chief Student Services Officer and approved by the President.
      d. The Chief Student Services Officer serves as an ex officio nonvoting member of the Committee.
      e. The chair shall be appointed by the President from among the membership of the Committee. Ex officio members of the committee may not serve as the chair of the committee.
   2. Functions of the Committee are described as follows:
      a. To hear an appeal from a student charged with an infraction that may result in disciplinary action.
      b. To hand down a decision based only on evidence introduced at the hearing.

c. To provide the student defendant with a statement of the committee's decision including findings of fact and if applicable, to impose one or more of the following sanctions:
    1.) Academic Misconduct
        a.) Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
        b.) Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.
        c.) Assign a failing grade for the course.
        d.) Require the student to withdraw from the course.
    2.) Student Misconduct
        a.) A written reprimand.
        b.) An obligation to make restitution or reimbursement.
        c.) A suspension or termination of particular student privileges.
        d.) Disciplinary probation.
        e.) Suspension from the college.
        f.) Expulsion from the college.
        g.) Any combination of the above.

V. PROCEDURES FOR HEARINGS BEFORE THE STUDENT APPEALS COMMITTEE

A. Procedural Duties of the Chief Student Services Officer
    1. At least 7 working days prior to the date set for hearing before the Committee, the Chief Student Services Officer shall send written notice to all involved and a certified letter to the student's last known address providing the student with the following information:
        a. A restatement of the charge or charges.
        b. The time and place of the hearing.
        c. A list of all witnesses who might be called to testify.
        d. The names of Committee members.
        e. A statement of the student's basic procedural rights. These rights follow:
            1.) The right to counsel. The role of the person acting as counsel is solely to advise the student. The counsel shall not address the Committee. The student will be responsible for paying any fees charged by his/her counsel.
            2.) The right to produce witnesses on one's behalf.
            3.) The right to request, in writing, that the President disqualify any member of the committee for prejudice or bias. (At the discretion of the President, reasons for disqualification may be required.) A request for disqualification, if made, must be submitted at least 2 working days prior to the hearing. If such disqualification occurs, the appropriate nominating body shall appoint a replacement to be approved by the president.
            4.) The right to present evidence. The Committee may determine as to what evidence is admissible.
            5.) The right to know the identity of the person(s) bringing the charge(s).
            6.) The right to hear witnesses on behalf of the person bringing the charges.
            7.) The right to testify or to refuse to testify without such refusal being detrimental to the student.
            8.) The right to appeal the decision of the Committee to the President who will review the official record of the hearing. The appeal must be in writing and it must be made within 7 working days after receipt of the decision.

2. On written request of the student, the hearing may be held prior to the expiration of the 7 day advance notification period, if the Chief Student Services Officer concurs with this change.

B. The Conduct of the Committee Hearings
   1. Hearings before the Committee shall be confidential and shall be closed to all persons except the following:
      a. The student and the person who initiated the charges; however the hearing may be conducted without either party present if either party ignores the notice of the hearing and is absent without cause.
      b. Counsels for the student and the college.
      c. A person, mutually agreed upon by the student and the Committee, to serve in the capacity of recorder.
      d. Witnesses who shall:
         1.) Give testimony singularly and in the absence of other witnesses.
         2.) Leave the committee meeting room immediately upon completion of the testimony.
   2. The Committee shall have the authority to adopt supplementary rules of procedure consistent with this code.
   3. The Committee shall have the authority to render written advisory opinions concerning the meaning and application of this code.
   4. The conduct of hearings before this Committee is unaffected by charges of local, state, or federal authorities against the student for acts that are the same, or similar to, charges of misconduct to be heard by the Committee. Two separate jurisdictions are involved in such cases. Therefore, hearings may be held and decisions rendered independent of any resolution by the court system.
   5. In addition to written notes, the hearing may be tape recorded, except for the Committee's deliberations. After the conclusion of the hearing, the tape will be kept in the office of the Chief Student Services Officer. The student may listen to the tape of his/her hearing under the supervision of the Chief Student Services Officer or designee. The student is not entitled to a copy of the tape or a written transcript of the hearing.
   6. Upon completion of a hearing, the Committee shall meet in executive session to determine concurrence or non-concurrence with the original finding and to impose sanctions, if applicable.
   7. Decisions of the Committee shall be made by majority vote.
   8. Within 2 working days after the decision of the Committee, the Chairperson shall send a certified letter to the student's last known address providing the student with the committee's decision and a summary of the rationale for the decision.

C. Appeal to the President
   When the student appeals to the President, the President, whose decision is final, shall have the authority to:
   1. Receive from the student an appeal of the Committee's decision.
   2. Review the findings of the proceedings of the Committee.
   3. Hear from the student, the Chief Student Services Officer, and the members of the Committee before ruling on an appeal.
   4. Approve, modify, or overturn the decision of the Committee.
   5. Inform the student in writing of the final decision within 10 working days of the receipt of the appeal.

The Student Grievance Procedure

I. PURPOSE

The purpose of the student grievance procedure is to provide a system to channel and resolve student complaints against an OCtech employee concerning decisions made or actions taken. A decision or action can be grieved only if it involves a misapplication of a college's policies, procedures, or regulations, or a state or federal law. This procedure may not be used in the following instances: 1) to grieve a claim against a college employee for any matter unrelated to the employee's role or position at the college; 2) for complaints or appeals of grades awarded in a class or for an assignment, unless the complaint is based upon alleged discrimination on the basis of age, gender, race, disability or veteran's status; or 3) to grieve a decision for which other grievance or appeal procedures exist (e.g., appeal of a disciplinary case, a residency appeal, a financial aid appeal, FERPA grievances, transfer credit evaluations, etc.).

The student filing the grievance must have been enrolled at the college at the time of decision or action being grieved and must be the victim of the alleged mistreatment. A grievance cannot be filed on behalf of another person.

For complaints based on sexual harassment or sexual violence where another student is the accused, please refer to OCtech procedure "Addressing Alleged Acts of Sexual Violence and Sexual Harassment" (Procedure number 4.049.02)

For complaints based on sexual harassment or sexual violence where an employee of the college is the accused, please refer to OCtech procedure Non-Discrimination and Anti-Harassment (Procedure number 8.004.01)

II. DEFINITIONS

When used in this document, unless the content requires other meaning,

A. "College" means Orangeburg-Calhoun Technical College (OCtech)
B. "President" means the chief executive officer of Orangeburg-Calhoun Technical College
C. "Administrative Officer" means anyone designated at the college as being on the administrative staff, such as the President, Chief Academic Officer, Chief Student Services Officer, etc.
D. "Chief Student Services Officer" means the Administrative Officer at the College who has overall management responsibility for student services or his/her designee.
E. "Chief Academic Officer" means the Administrative Officer at the College who has overall management responsibility for academic programs and services or his/her designee.
F. "Student" means a person taking any course(s) offered by OCtech.
G. "Instructor" means any person employed by the college to conduct classes.
H. Staff" means any person employed by the college for reasons other than conducting classes.
I. "Campus" means any place where the college conducts or sponsors educational, public service, or research activities.

III. GRIEVANCE PROCESS

A. Filing a Complaint

This procedure must be initiated by the student within sixty days of becoming aware of the decision, action, or event giving rise to the grievance. This time limit may be extended by the OCtech official having jurisdiction over the grievance, if the student requests an extension within the sixty day period.

Before initiating the Student Grievance process, a student could go to the college employee who originated the alleged problem and attempt to resolve the matter informally. If the student is not satisfied with the outcome of this meeting or if the student prefers to ignore this step, then the student may file a written complaint and initiate the grievance process. This written complaint should describe the decision or action that is being grieved, the date of the decision or action, and the college employee(s) involved in the decision or action.

1. Written complaints about alleged discrimination on the basis of age, gender, race, disability or veteran's status and written complaints about alleged sexual harassment shall be submitted to the OCtech Office of Human Resources Director who is the designated Section 504, Title II, and Title IX compliance Officer.
2. Written complaints about decisions and actions not related to discrimination on the basis of age, gender, race, disability, veteran's status, or sexual harassment shall be submitted to the college's Chief Student Services Officer.
3. Any written complaint naming the college's President as the person whose alleged action or decision originated the problem shall be submitted to the Chairperson of the OCtech Area Commission.
4. For complaints based on sexual harassment or sexual violence where another student is the accused, please refer to OCtech procedure "Addressing Alleged Acts of Sexual Violence and Sexual Harassment" (Procedure number 4.049.02)
5. For complaints based on sexual harassment or sexual violence where an employee of the college is the accused, please refer to OCtech procedure Non Discrimination and Anti-Harassment Sexual Harassment(Procedure number 8.004.01)

B. Pre-Hearing

The person receiving the student's written complaint will send a written acknowledgement to the student no later than two instructional weekdays after receiving the written complaint.

The person receiving the complaint will forward the complaint to the immediate supervisor of the employee named in the complaint no later than two instructional weekdays days after it has been received. When the President is named in the complaint, the Chairperson of the OCtech Area Commission will be the immediate supervisor.

As a part of the effort to resolve the matter, the supervisor will consult, as needed, with the employee named in the complaint, the student filing the complaint, and Chief Administrative Officer of the division or component concerned.

The supervisor shall respond in writing to the student within ten instructional weekdays of receipt of the complaint. The response, sent by certified mail, shall include a summary of the findings and, as needed propose the steps that shall be taken to resolve the complaint. If the student does not agree with the proposed resolution, the student may request to have the complaint heard by the Student Grievance Committee. When the President is named in the complaint, an ad hoc committee of OCtech Area Commission members will be convened to hear the student's complaint.

C. Student Grievance Hearing
   1. Requesting a Hearing
      a. The student must submit a written request for a Grievance Hearing to the Chief Student Services Officer within five instructional weekdays after receiving the supervisor's written response and no later than fifteen instructional days after the supervisor sent the summary of findings. The request must include a copy of the student's original written complaint, a statement describing why the supervisor's response was unsatisfactory, and a copy of the supervisor's response.
      b. If the student does not submit the written request for a hearing within fifteen instructional weekdays, and the student can demonstrate that extenuating circumstances resulted in the failure to meet this deadline, the Chief Student Services Officer may allow the hearing to take place.
      c. Within two instructional days, the Chief Student Services Officer shall notify the President or, as appropriate, the Chairperson of the Area Commission about the need to convene a Student Grievance Committee or an ad hoc committee of Area Commissioners. These committees shall be formed to hear specific complaints and a new committee may be formed each time a grievance covered by this procedure is filed.

   2. Grievance Committees
      a. Student Grievance Committee--The President must approve all recommended members. The committee shall be composed of the following:
         1.) Three students recommended by the OCtech Student Advisory Board.
         2.) Two faculty members recommended by the Chief Academic Officer.
         3.) One Student Services staff member recommended by the Chief Student Services Officer.
         4.) One administrator, other than the Chief Student Services Officer, to serve as the Committee's chairperson.
         5.) The Chief Student Services Officer, or designee, who serves as an ex-officio, nonvoting member of the committee.
      b. Grievance Against the President - Committee of Area Commissioners - The Chairperson of the Area Commission will select three members to serve on this committee and identify one person to serve as the chairperson for the hearing.
      c. The Chief Student Services Officer, or designee, will send copies of the student's request for a hearing to the committee members, the employee, and the employee's supervisor. The employee against whom the grievance was filed shall be given an opportunity to respond in writing to the chairperson of the Committee.
      d. The Student Grievance Committee's meeting(s) shall be conducted within twenty-one instructional weekdays following the date of the request. The chairperson may grant a postponement if either party submits a written request no later than five instructional weekdays prior to the scheduled meeting. The re-scheduled hearing must take place within ten instructional weekdays of the date of the previously scheduled hearing.

3. Hearing Procedures
   a. The Chief Student Services Officer, or designee, shall send a certified letter to the student filing the complaint and to the employee(s) named in the complaint at least five instructional weekdays before the scheduled hearing. This letter shall include:
      1.) a brief description of the complaint, including the name of the person filing the complaint;
      2.) the date, time, and location of the meeting;
      3.) the name of any person who might be called as a witness.
      4.) a list of the student's procedural rights. These rights follow:
         a.) The right to review all available evidence, documents or exhibits that each party may present at the meeting. This review must take place under the supervision of the Chief Student Services Officer, or designee..
         b.) The right to appear before the Hearing Committee and to present information and additional evidence, subject to the Committee's judgment that the evidence is relevant to the hearing.
         c.) The right to consult with counsel. This person serving as counsel may not address the committee, question the employee(s) named in the complaint, or any witnesses. The student will be responsible for paying any fees charged by the advisor.
         d.) The right to present witnesses who have information relating to the complaint. Witnesses will be dismissed after presenting the information and responding to questions posed by the Grievance Committee, the student filing the complaint, and the employee(s) named in the complaint.
   b. Hearings are closed to the public. When testimony is being given, only the committee members, the student and his/her advisor, the employee and his/her advisor, and the witness giving testimony may be present. During deliberations, only the members of the Committee may be present.
   c. Hearings are informal and a tape recording of the testimony presented during the hearing may be made. The Committee's deliberations are not tape recorded. After resolution of the appeal, the tape recording will be kept for three months in the office of the Chief Student Services Officer, or designee. The student filing the complaint or the employee(s) named in the complaint may listen to this tape recording under the supervision of the Chief Student Services Officer, or designee.
   d. The Committee may question the student and the employee(s). The Committee may also question the employee's supervisor(s) and any additional witnesses that it considers necessary to render a fair decision. Questions must be relevant to the issues of the grievance.
   e. Both parties to the grievance may ask questions of the other during the hearing. These questions must be relevant to the issues stated in the written complaint. The Chairperson of the Committee will determine the appropriateness of the questions.
   f. The Committee bears the burden of determining whether the allegations are supported by the information available through the hearing.
   g. The Committee shall decide the solution of the grievance by a majority vote. In case of a tie, the chairperson may vote.
   h. The chairperson shall forward a copy of the Committee's decision to the student filing the complaint and to the employee(s) named in the complaint within two instructional weekdays of the Committee's decision. This letter will include a rationale for the Committee's decision and inform the student and employee(s) that they have a right to appeal the Committee's decision.

D. Appeal Process
If either party (the student or employee) is not satisfied with the Student Grievance Committee's decision, that person may submit a written appeal to the President of the College within ten instructional weekdays of the Committee's decision. The written appeal must include a statement indicating why the person was not satisfied with the committee's decision. The President shall review the Committee's findings, conduct whatever additional inquiries are deemed necessary and render a decision within ten instructional weekdays of receipt of the appeal. The President's decision is final.

If either party (student or college President) is not satisfied with the Area Commissioners Committee's decision, that person may submit a written appeal to the Chairperson of the College's Area Commission within ten instructional weekdays of the Committee's decision. The written appeal must include a statement indicating why the person was not satisfied with the Committee's decision. The Chairperson shall review the Committee's findings, conduct whatever additional inquiries are deemed necessary and render a decision within ten instructional weekdays of receipt of the appeal. The Chairperson's decision is final.

Student Code Procedure for Addressing Alleged Acts of Sexual Violence and Sexual Harassment

The Student Code Of Conduct for OCtech sets forth the rights and responsibilities of the individual student, identifies behaviors that are not consistent with the values of college communities, and describes the procedures that will be followed to adjudicate cases of alleged misconduct. This Code applies to behavior on college property, at college-sponsored activities and events, and to off-campus behavior that adversely affects the college and/or the college community and the Code applies to all students from the time of applying for admission through the awarding of a degree, diploma, or certificate.

Sexual harassment is a form of discrimination prohibited by law as well as by the Student Code for OCtech and the South Carolina Technical College System. In general, sexual harassment includes any advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that interferes with a student's ability to participate in or benefit from the college's programs or services.

Sexual assault is an extreme form of sexual harassment. It can be defined as a situation in which an individual is forced, threatened or coerced into sexual contact against his/ her free will, or without his/ her consent. Sexual assault may include, but is not limited to, date or acquaintance rape, sexual molestation, unwanted sexual touching or having sexual contact with a person while knowing or having reason to know that the person is incapacitated in some way (i.e., due to drugs or alcohol).

Any student, or other member of the college community, who believes that he/she is or has been a victim of sexual harassment or sexual assault may file a report with the college's Chief Student Services Officer, campus security office, or with the college's Title IX coordinator. The Title IX coordinator's office location and phone number are available on the college's website. Reports may also be filed by any other member of the college community.

If the alleged harasser or violator of named in the report is an employee, the case will be adjudicated through the Orangeburg-Calhoun Technical College Non Discrimination and Anti-Harassment Policy and Procedure number 8.004.01.
If the alleged harasser or violator of this policy is a student at Orangeburg-Calhoun Technical College, the case will be adjudicated through the process that follows.

I. PRELIMINARY HEARING

Within 5 instructional weekdays after the charge has been filed, the Chief Student Services Officer, or designee, shall complete a preliminary investigation of the charge and schedule a meeting with the alleged violator and, if needed, the victim. After discussing the alleged infraction with the accused student and reviewing available information, the Chief Student Services Officer, or designee will decide whether the information presented during the meeting indicates that the violation occurred as alleged. When the student cannot be reached to schedule an appointment, or when the student fails to attend the meeting, the Chief Student Services Officer, or designee, will base the decision upon the available information.

If the available information indicates that the violation occurred as alleged, then one of the following sanctions will be imposed:

A. Reprimand--A written warning documenting that the student violated a student conduct regulation and indicating that subsequent violations could result in more serious disciplinary sanctions.
B. Restitution--Compensation for loss or damage to college property or the property of others while on the campus.
C. Special Conditions—Completion of a variety of educational activities, relating to the nature of the offense may be imposed. Examples include, but are not limited to, the following: a formal apology, an essay or paper on a designated topic, or participation in a special project or activity.
D. Disciplinary Probation--A written reprimand documenting that the student violated a student conduct regulation. Probation is for a specified period of time and it serves as a warning that subsequent violations could most likely result in more serious disciplinary sanctions.
E. Loss of Privileges-- Suspension or termination of particular student privileges.
F. Suspension from the college--Separation from the college for a specified period of time. Suspended students will not receive academic credit for the semester in which the suspension was imposed. During the suspension period, the student may not return to the campus unless prior permission by the Chief Student Services Officer has been granted.
G. Expulsion from the college--Permanent separation from the college. An expelled student may not return to the campus for any reason unless prior permission by the Chief Student Services Officer has been granted.
H. Any combination of the above.

Within 5 instructional weekdays of the preliminary hearing, the Chief Student Services Officer will send a certified letter to the student charged with violating the Student Code and to the victim. This letter will confirm the date of the preliminary hearing, identify the specific regulation(s) that the student allegedly violated, identify the decision, summarize the rationale, and, if the student violated the regulation(s), state the sanction that was imposed. This letter must also state that if the student charged with the violation or the victim disagrees with the decision or the sanction, either party may request a hearing before the Hearing Committee, that the request must be submitted no later than two instructional weekdays after receiving the decision letter unless a request is made and approved by the Chief Student Services Officer for an extension, and that any decision made and sanction imposed at the preliminary hearing may be held in abeyance pending the outcome of the Hearing Committee's meeting.

II. HEARING COMMITTEE

A. The Hearing Committee shall be composed of the following:
   1. Three faculty members appointed by the Chief Academic Officer and approved by the President.
   2. Three student members appointed by the appropriate student governing body and approved by the President.
   3. One member of the Student Services staff appointed by the Chief Student Services Officer and approved by the President.
   4. The Chief Student Services Officer, or designee, who serves as an ex officio nonvoting member of the Committee and who presents the case.

B. The Hearing Committee shall perform the following functions:
   1. Hear cases of alleged sexual violence or sexual harassment violations of the Code of Student Conduct.
   2. Insure that the student's procedural rights are met.
   3. Make decisions based only on evidence and information presented at the hearing.
   4. Provide the student with a statement of the committee's decision including findings of fact and, if applicable, impose one or more of the following sanctions:
      a. Reprimand—A written warning documenting that the student violated a student conduct regulation and indicating that subsequent violations could result in more serious disciplinary sanctions.
      b. Special Conditions—Completion of a variety of educational activities, relating to the nature of the offense may be imposed. Examples include, but are not limited to, the following: a formal apology, an essay or paper on a designated topic, or participation in a special project or activity.
      c. Restitution—Compensation for loss or damage to college property or the property of others while on the campus.
      d. Disciplinary Probation—A written reprimand documenting that the student violated a student conduct regulation. Probation is for a specified period of time and it serves as a warning that subsequent violations could most likely result in more serious disciplinary sanctions.
      e. Loss of Privileges-- Suspension or termination of particular student privileges.
      f. Suspension from the college--Separation from the college for a specified period of time. Suspended students will not receive academic credit for the semester in which the suspension was imposed. During the suspension period, the student may not return to the campus unless prior permission by the Chief Student Services Officer has been granted.
      g. Expulsion from the college--Permanent separation from the college. An expelled student may not return to the campus unless prior permission by the Chief Student Services Officer has been granted.

         An expelled student will not receive academic credit for the semester in which the expulsion was imposed.
      h. Any combination of the above.

C. Hearing Committee Procedures
   1. The Chief Student Services Officer shall refer the matter to the Hearing Committee together with a report of the nature of the alleged misconduct, the name of the person(s) filing the complaint(s), the name of the student against whom the charge(s) has (have) been filed, and a summary of the findings from the preliminary hearing.
   2. At least seven instructional weekdays before the date set for the Hearing Committee's meeting, the Chief Student Services Officer, or designee, shall send a certified letter to the charged student's last known address and to the victim's last known address. The letter must contain the following information:
      a. A statement of the charge(s).
      b. A brief description of the incident that led to the charge(s).
      c. The name of the person(s) submitting the incident report.
      d. The date, time, and place of the scheduled hearing.
      e. A list of all witnesses who might be called to testify.
      f. A statement of each party's procedural rights. These rights follow:
         1.) The right to consult counsel. This role of the person acting as counsel is solely to advise the student. Counsel may not address the Hearing Committee or participate in any of the questioning. The student has the responsibility for paying any of the counsel's fees and any other of the counsel's charges.
         2.) The right to present witnesses on one's behalf.
         3.) The right to know the names of any witnesses who may be called to testify at the hearing.
         4.) The right to review all available evidence, documents, exhibits, etc., that may be presented at the hearing.
         5.) The right to present evidence; however, the Hearing Committee will determine what evidence is admissible.
         6.) The right to know the identity of the person(s) bringing the charge(s).
         7.) The right to hear witnesses on behalf of the person bringing the charges.
         8.) The right to testify or to refuse to testify without such refusal being detrimental to the student.
         9.) The right to a fair and impartial decision.
         10.) The right to appeal the Hearing Committee's decision.
   3. On written request of the charged student or the victim, the hearing may be held prior to the expiration of the seven day advance notification period if the Chief Student Services Officer, or designee, concurs with this change.
      a. Hearing Committee Meetings
         1.) The chair shall be appointed by the President from among the membership of the Committee. Ex officio members of the committee may not serve as the chair of the committee.
         2.) Committee hearings shall be closed to all persons except the student, the person(s) initiating the charge(s), counsels for any student and for the College, witnesses who will be invited into the hearing and a person, mutually agreed upon by the Committee and the student(s), to serve as the recorder.
         3.) The Committee may identify someone to take written notes and the committee may have the hearing, with the exception of deliberations, recorded. No other party in the hearing may record the proceedings and no other party is entitled to a copy of the notes or the recording. The written notes and the recording will be maintained in the office of the Chief Student Services Officer. The student may review the notes and listen to the recording under the supervision of the Chief Student Services Officer or designee.

4.) Witnesses shall be called in one at a time to make a statement and to respond to questions.
5.) After hearing all of the information, the Hearing Committee will go begin its deliberations. Using the "preponderance of evidence" standard, which means that it is more likely than not that the violation occurred as alleged, the members will determine, by majority vote, whether the violation occurred. If it is determined that the violation occurred as alleged, by majority vote, the
members will decide upon the appropriate sanction.
6.) The Chair of the Hearing Committee will send a certified letter to the student's and to the victim's last known address within two instructional weekdays of the Committee's decision. The letter shall inform the students about the Committee's decision, the date of the decision, and, if applicable the sanction(s) imposed. The letter will also inform each recipient about the appeal process.
    a.) When the case results in a finding that the student engaged in an act of sexual violence, the Chair's letter to the victim will also include the sanction imposed by the Hearing Committee.
    b.) When the case results in a finding that the student engaged in an act of non-violent sexual harassment, the Chair's letter to the victim will only include the sanction imposed by the Hearing Committee if the sanction directly relates to the victim (e.g., the harasser has been directed to stay away from the victim while on the college's campus).

III. APPEAL

If either student disagrees with the decision or, only in the cases involving charges of sexual violence, the sanction, the student may submit a written appeal to the College's President. This letter must be submitted within ten instructional weekdays of the date on which the Hearing Committee made its decision. The written appeal must include a statement indicating why the student disagrees with the Hearing Committee's findings.

The President, or designee, shall review the Hearing Committee's findings, conduct whatever additional inquires as deemed necessary, and render a decision within ten instructional weekdays of receiving the appeal. The President, whose decision is final, shall have the authority to approve, modify, or overturn the Hearing Committee's decisions and, if needed, void the process and reconvene another Hearing Committee.

The President, or designee, will inform each student about the outcome of the appeal in a certified letter sent to the students' last known address.

Academic Honesty/Dishonesty

No form of dishonesty (copying another's work, using "crib sheets," plagiarism, etc.) will be tolerated. Students who are dishonest will be subject to disciplinary action by the instructor and the College.

Students are reminded when preparing written assignments to always identify direct quotations from another's work by quotation marks and a footnote. If summarizing or rephrasing, students should include the footnote, without quotation marks. All sources consulted in preparation of the assignment should be listed in the bibliography.

Alcohol/Drugs

The sale, possession or consumption of alcoholic beverages and/or narcotics, hallucinogens, stimulants, marijuana and/or any illegal substances is specifically prohibited. Violations will be reported to the proper law enforcement officials for prosecution. Those prosecuted will be subject to the courts of the State of South Carolina. No one under the influence of alcohol or other drugs will be allowed to attend class or to remain on the campus.

No alcoholic beverages are to be served or consumed at any student function on or off campus. This includes club, departmental and class activities such as meetings, field trips, picnics, parties, and similar activities.

Individuals who experience alcohol/drug dependency are encouraged to seek assistance through the Student Services counseling staff or other community counseling agencies.

Smoking

Orangeburg-Calhoun Technical College will provide students, faculty, staff and visitors as safe and healthy an environment as possible. The South Carolina Clean Indoor Air Act of 1990, as well as recent reports by the Surgeon General, have focused attention on the need to restrict the use of smoking materials on the College campus.

Although the rights of smokers as well as non-smokers are of concern, the College prohibits smoking on campus.

Every effort will be made to enforce the policy with courtesy and respect. However, violation of the South Carolina Clean Indoor Air Act is a misdemeanor punishable by fine. Smoking elsewhere on campus is also punishable by fines or other disciplinary actions as established.

Firearms

Pursuant to the South Carolina Concealed Weapons Act, other applicable State laws, and the college policy, firearms are not allowed on the campus of Orangeburg-Calhoun Technical College. Any person with a firearm in his/her vehicle is subject to the applicable laws of the State of South Carolina. See South Carolina Code of Laws Section 16-23-420. Possession of a firearm on the College grounds is a felony punishable by a fine of up to $5000 and/or five years' imprisonment and possible expulsion from the College.

Electronic Communications Devices

Before entering any OCtech building or classroom, all students, staff and visitors are required to use the silent mode on all electronic devices (pagers, cellular phones, etc.). Devices unequipped with a silent mode should be turned off before entering these areas.

Use of Computing Resources

This section does not cover every situation involving the proper or improper use of college computing resources; however, it does set forth some of the responsibilities that a person accepts if he or she chooses to use those resources. The purpose of this section is to establish rules for the benefit of all users and encourage responsible use of computing resources.

The computer resources at Orangeburg-Calhoun Technical College are primarily to be used to support and further the academic pursuits of its students. Any use of the computing resources for personal gain or to conduct a private or personal business is strictly prohibited, except for scholarly pursuits such as faculty publishing activities or students applying for financial aid. The following section will outline some of the other potential misuses of the computing system that are prohibited.

A. AUTHORIZED USE
   1. No one shall
      a. connect with or otherwise use any college computer, network, or other computing resource without proper authorization
      b. assist in, encourage, or conceal any unauthorized use, or attempted unauthorized use, of any college computer, network, or other computing resource; or
      c. misrepresent his or her identity or relationship to the college to obtain access to computing resources.
   2. Users shall use only those computing and network resources that have been authorized for their use and must identify computing work with their own names or an approved means of identification so that responsibility for the work can be determined and users contacted, if necessary.
   3. Users shall not install any software on any college computer without authorization from Information Technology Services or authority from other controlling entities. This includes but is not limited to shareware and/or freeware.

B. USER ACCOUNTS
   1. Users shall not subvert restrictions associated with their accounts, such as quotas and levels of access.
   2. Users should follow the procedures for accessing college computing systems as outlined in this document.
   3. No one shall give any password for any college computer or network to any unauthorized person, nor obtain any other person's password by any unauthorized means. Users are responsible for the use of their computer accounts and shall not allow others access to their accounts, through sharing passwords or otherwise. Users should take advantage of system-provided protection measures to prevent such access.
   4. When a user ceases being a member of the campus community within the college (i.e. no longer is a student or employee), his or her account and access authorization shall be terminated. A user shall not use facilities, accounts, access codes, privileges, or information for which he or she is not authorized.

C. SECURITY AND OTHER RELATED MATTERS
1. No one shall
    a. knowingly endanger or compromise the security of any college computer, network facility, or other computing resource or willfully interfere with others' authorized computer usage
    b. attempt to circumvent data protection schemes, uncover security loopholes, or decrypt secure data
    c. modify or reconfigure or attempt to modify or reconfigure any software or hardware of any college computer or network facility in any way, unless specific authorization has been obtained
    d. use college computer resources and communication facilities to attempt unauthorized access to or use of any computer or network facility, no matter where located, or to interfere with others' legitimate use of any such computing resource. This includes the use of network sniffing and discovery tools.
2. No one shall attempt to access, copy, or destroy programs or files that belong to other users or to the college without prior authorization, nor shall anyone use college computing resources for unauthorized monitoring of electronic communications.
3. No one shall create, run, install, or knowingly distribute a computer virus, Trojan Horse, Worm, or other surreptitiously destructive program, e-mail, or data via any college computer or network facility, regardless of whether demonstrable harm results.
4. Users shall not place confidential information in computers without protecting it appropriately. The college cannot guarantee the privacy of computer files, e-mail, or other information stored or transmitted by computer; moreover, the college may access such information. Persons who have access to confidential or sensitive information shall disclose it only to the extent authorized by the Family Educational Rights & Privacy Act, the South Carolina Freedom of Information Act, and other applicable laws, and only in connection with official college business.
5. Users shall not knowingly or recklessly perform any act that will interfere with the normal operation of computers, terminals, peripherals, or networks and shall not intentionally waste or overload computing resources.

D. INTELLECTUAL PROPERTY
1. No one shall copy, install, use, download, view, or distribute through college computing resources any photographs, logos, images, graphics, graphic elements, audio, video, software, html markup, data files, or other information in violation of U.S. copyright, trademark, patent laws, federal or state laws (Higher Education Opportunity Act (HEOA), or applicable licensing agreements, or college policy (OCtech Policy # 3.010.01). It is the user's responsibility to become familiar with the terms and requirements of any such laws or agreements. This subsection does not apply to any material that is in the public domain.
2. Illegal file sharing is often accomplished using Peer-to-Peer (P2P) software like KaZaA, Gnutella, Napster, BitTorrent, etc. P2P files sharing software is not allowed on college owned computers and bandwidth for these applications on the college network will be minimized. Most copyright infringement involves music and movie files. Alternatives exist today to provide users with easy and inexpensive ways to purchase, listen to or watch without violating copyright. These include: Apple iTunes, Amazon Music Store, Google Music, Pandora, Youtube, Netflix. The college may minimize or cap bandwidth for movie and music services to provide sufficients resources for it’s educational mission.

E. COMMUNICATIONS
1. Users assume full responsibility for messages that they transmit through college computers and network facilities.
2. No one shall use the college's computing resources to transmit fraudulent, defamatory, or obscene messages, or any material prohibited by law.
3. No one shall use the college's computing and network resources to:
    a. annoy, harass, threaten, intimidate, terrify, or offend another person by conveying offensive language or images or threats of bodily harm to the recipient or the recipient's immediate family
    b. repeatedly contact another person to annoy or harass, whether or not any actual message is communicated, and the recipient has expressed a desire for the contact to cease;
    c. repeatedly contact another person regarding a matter for which one does not have a legal right to communicate (such as debt collection), once the recipient has provided reasonable notice that he or she desires such contact to cease
    d. disrupt or damage the academic, research, administrative, or related pursuits of another person; or
    e. invade the privacy, academic or otherwise, of another person or threaten such an invasion.
4. Users shall comply with this code as well as the regulations and policies of newsgroups, lists, and other public forums through which they disseminate messages.
5. Users shall not
    a. initiate or propagate electronic chain letters
    b. engage in spamming or other indiscriminate mass mailings to newsgroups, mailing lists, or individuals
    c. forge communications to make them appear to originate from another person, e.g., spoofing or phishing; or
    d. engage in resource-intensive activities unrelated to college functions, e.g., multi-user dungeon ("MUD") activities, online gaming, IRCing, accessing Adult Chat sites, or extended use of online audio and/or video programs and chat sessions not related to academic pursuits.
6. Users shall conduct all communications in an ethical way and comply with the Internet and computing standards of etiquette.

F. PRIORITIES FOR COMPUTER LAB USAGE
1. In college libraries and general-access computer labs, or in any other environment in which users must share computing resources, priority shall be given to users engaged in activities directly related to the college's mission, e.g., completing course assignments or engaging in research.
2. Each departmental area that maintains computer labs may adopt policies to regulate the use of online chatting or instant messaging, gaming, or recreational use.
3. Printer use is restricted to academic or departmental purposes only.

G. PORNOGRAPHY

The viewing, printing, or distribution of pornographic or obscene images is prohibited to all users of the college computing system. Images, graphics, and language associated with the Arts and medical disciplines are excluded.

Enforcement and Sanctions

A. System administrators are responsible for protecting the system and users from abuses of this code. Pursuant to this duty, system administrators may
    1. formally or informally discuss the matter with the offending party
    2. temporarily revoke or modify access privileges
    3. refer the matter to the appropriate disciplinary authority.

B. Any violation of this code may result in the revocation or suspension of access privileges. Imposition of such a sanction is within the discretion of the Information Technology Department or the appropriate academic or administrative unit.

C. Any offense that violates local, state, or federal laws may result in the immediate loss of all college computing and network privileges, may cause student or employee to be placed on disciplinary probation, suspended or expelled, and may be referred to the appropriate law enforcement agencies.

Portions of this document have been patterned on similar documents from the University of Arkansas and the University of Virginia, colleges know nationally to have exemplary IT policies.


2014-2015
COLLEGE CATALOG
CORPORATE TRAINING AND
ECONOMIC DEVELOPMENT
ORANGEBURG-CALHOUN TECHNICAL COLLEGE

Corporate Training and Economic Development

General Information

Whether a person wants to start a new career, advance in a current career, or just learn something new, Corporate Training and Economic Development is the place to look. Orangeburg-Calhoun Technical College's Corporate Training and Economic Development operates under the philosophy that learning is a life-long process. We believe that education should be enjoyable and a means of continuous growth. In keeping with this philosophy, we have developed a variety of non-credit educational opportunities for individuals to upgrade their existing skills, obtain new skills, and explore new interests.

Available Courses

Courses in industrial and business technology, licensing and certification, healthcare and human services, transportation training, and community & personal interest are offered. Many of our programs are now available through Distance Education and On-line Learning.

Contract and Customized Training Programs

Corporate Training and Economic Development also delivers contract training that is customized to fit an organization's needs and enables our instructors to bring real world experience to the classroom. Our mission is to continuously offer the training necessary to keep our clients competitive in today's ever-changing marketplace and to do this at affordable prices. For additional information call 803.535.1237 or 1.800.813.6519, ext.1237. You may also visit us at www.octech.edu.

Business/Industry/Education Partnerships

OCtech has had a long-standing relationship with South Carolina Electric & Gas (SCE&G). The company's Fossil / Hydro Training Center is located on the OCtech campus.

This partnership has been further enhanced as SCE&G is now a National Center for Construction Education and Research (NCCER) Accredited Training Sponsor (ATS). SCE&G has sponsored OCtech as an NCCER Accredited Training and Education Facility (ATEF). SCE&G and OCtech are also participating in NCCER's National Craft Assessment and Certification Program with the company as an Accredited Assessment Center and the College as an Authorized Assessment Site.

National Certification Training Programs

"Certification" from a national organization and / or skills training to a national industry standard is fast becoming a requirement to enter many occupations. To that end OCtech's Corporate Training and Economic Development now offers a series of training programs based on nationally-recognized business and industry standards.

The National Center for Construction Education & Research

(NCCER) is a group representing the construction and maintenance industry which has developed skill standards and a training curriculum for over 25 different industrial crafts. The Corporate Training and Economic Development Division now offers many of these training programs developed by NCCER. A national registry of students' training records is maintained by NCCER. This database contains files of all who have successfully completed craft training through an Accredited Training Sponsor (ATS) or Accredited Training and Education Facility (ATEF). The National Registry assures portability of students' training accomplishments by providing documentation via transcripts, certificates and wallet cards. The one-¬millionth transcript was recorded in May 2001.

The Manufacturing Skill Standards Council (MSSC)

MSSC is an industry-led, training, assessment and certification system that is focused on the core skills and knowledge required by the nation's front-line production and material handling workers. The Corporate Training and Economic Development Division offers the MSSC Certified Production Technician (CPT) program. The CPT certification program aims to raise the level of performance of production workers both to assist the individuals in finding higher-wage jobs and to help employers ensure their workforce increases the company's productivity and competitiveness.

Leadership, Supervisory, and Workplace Skills

Leadership, Supervisory Development, and Customer Service Training are important segments of the Corporate Training and Economic Development Division's Workplace Skills program. The professional development of supervisors, managers and others in various leadership positions is a prime concern of many employers, but the personal and professional development of the manufacturing, construction and maintenance shop worker is often overlooked. The Career Training and Development Division also offers a new series of courses targeted to the personal and professional development of these workers. These courses, often referred to as "soft skills," are designed to provide craft workers with the interpersonal skills needed in the workplace. The courses were developed by the National Center for Construction Education and Research (NCCER). The courses include: Essentials Workplace Skills, Communication Skills, Resolving Workplace Issues, and Applied Communication Skills for Manufacturing, Construction and Maintenance Workers.

WorkKeys® Job Profiling and Skills Analysis

Corporate Training and Economic Development offers WorkKeys® Job Profiling Skills Analysis, Skills Assessments and Skills Training using the KeyTrain™ system to area business and industry. WorkKeys® is a national program developed by ACT™ consisting of job profiling, workplace skills analysis, skills assessments, and targeted skills training. Job profiling allows employers to identify job tasks, the workplace skills and the skill levels needed to perform the tasks. Assessments identify potential or existing employee skill deficiencies, and the training needed to improve employee skills can be provided. The results of a WorkKeys® Job Profile and Skills Assessment provide employers with the information needed to upgrade the job skills of existing employees. The results may also be used as part of the hiring and promotion process. Call 803.535.1237 for more information.

Registration Information

There are 4 convenient ways to register: by mail, telephone, and fax or in person.

BY MAIL: Complete the registration and mail to:
Corporate Training and Economic Development
Orangeburg-Calhoun Technical College, 3250 St. Matthews Road, Orangeburg, SC 29118

BY TELEPHONE: Call 803.535.1237 or 1.800.813.6519, ext. 1237 (within SC) and ask for the Corporate Training and Economic Development. Be sure to have your Visa, MasterCard or Discover number ready.

BY FAX: Companies may FAX letters of authorization or purchase requisitions for registration to 803.535.1365.

IN PERSON: Come by the Corporate Training and Economic Development Office, located in the Anne S. Crook Transportation & Logistics Center, Monday through Thursday 8:00am to 5:30pm.

Fees

Fees for Corporate Training and Economic Development courses vary for course offerings. Books, tools and other course materials may involve a separate fee. Please check the individual course descriptions for course fees as well as any required books, tools and materials. All fees must be paid in advance to guarantee your placement in a class. Class attendance will not be permitted if the required fees have not been paid. Courses not meeting the minimum enrollment will be cancelled two weeks prior to the course start date.

Cancellation/Refund Policy

Requests for refunds will be accepted until 48 hours before classes begin. These requests must be made in person or in writing and either presented or postmarked 48 hours in advance to the Corporate Training and Economic Development Office at the College. NO REFUNDS WILL BE GRANTED TO STUDENTS AFTER THIS DEADLINE.

Guidelines for refunds for customized training programs will be stated directly on the customized contracts.

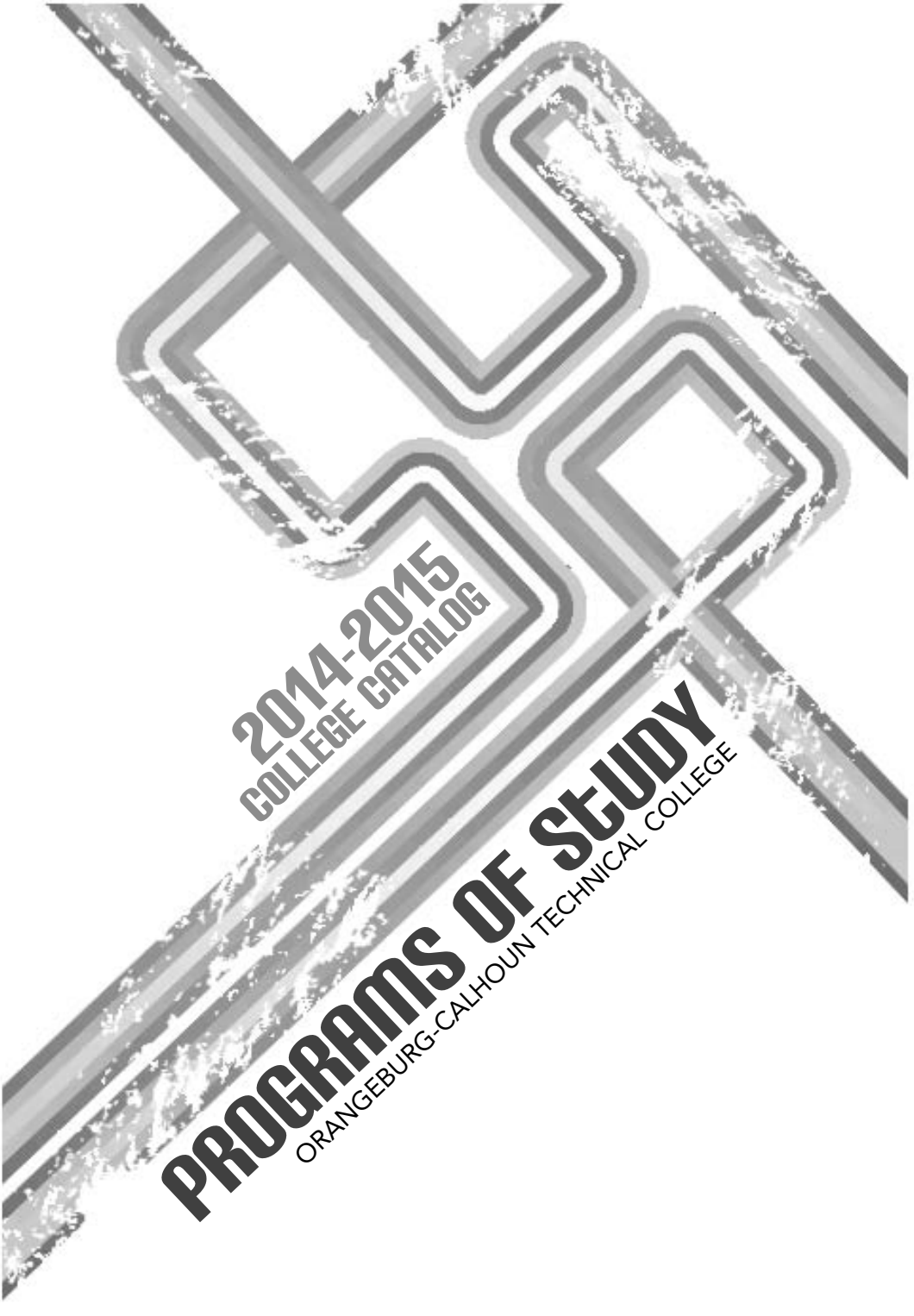
Senior Citizen Policy

Any legal resident of SC, age 60 and older, can attend some* Corporate Training and Economic Development classes on a SPACE AVAILABLE BASIS without payment. However, the class must first reach the minimum-paying enrollment, and the partcipant may not be employed full-time (SC LAW 59-111-320). Please remember, popular classes fill up quickly; therefore, to guarantee a place in the class, a partcipant must register and pay. If you choose this option, refunds cannot be made, even though you are over 60. Seniors are required to purchase any books or materials used in the course.

Space Available Basis

A class must meet its minimum enrollment, yet not its maximum, for the Senior Citizen Discount to apply. Those wishing to take advantage of this policy cannot register until the workday before a one-day seminar or the first day of class for a multi-day seminar course because it will not be known until then whether there is room for non-paying students. We encourage you to inquire when registering if you think you may qualify.

* The Senior Citizen Policy does not apply to computer, licensing or certification courses or to community and personal interest courses. Community & Personal Interest courses are funded by student registration fees and not by state tax dollars.


2014-2015
COLLEGE CATALOG
PROGRAMS OF STUDY
ORANGEBURG-CALHOUN TECHNICAL COLLEGE

university transfer

ASSOCIATE IN ARTS

University Transfer
Business Administration (Citadel)
Criminal Justice (Citadel)

TEACHER EDUCATION TRANSFER:
(USC, SCSU and Claflin University)
Early Childhood Education
Elementary Education
Middle Level Education

ASSOCIATE IN SCIENCE

University Transfer
Registered Nurse
to Bachelor of Science in Nursing (USC Upstate)
Agriculture Education (Clemson University)
Soils and Sustainable Crops (Clemson University)
Food Science (Clemson University)
Associate Degree Nursing Preparation
Licensed Practical Nursing Preparation
Physical Therapist Assistant Preparation
Medical Assisting Preparation
Radiologic Technology Preparation
Respiratory Care Preparation

CERTIFICATE

Sustainable Agriculture

business

ASSOCIATE IN APPLIED SCIENCE

Accounting
Administrative Office Technology
General Business

DIPLOMA IN APPLIED SCIENCE

Administrative Support

CERTIFICATES

Basic Accounting
Entrepreneurship
Entrepreneurship Business Plan
Logistics

computer technology

ASSOCIATE IN APPLIED SCIENCE

Programming
Information Technology
PC Support Specialist

CERTIFICATES

Database
Internetworking - CISCO
Network Engineering - MCSE
Network Specialist
Office Productivity - MCAS
Webmaster

electronics engineering technology

ASSOCIATE IN APPLIED SCIENCE

Specialization in Computer Electronics
Specialization in Electronic Instrumentation

general technology

ASSOCIATE IN APPLIED SCIENCE

Agriculture
(Business, Automotive, Welding, Industrial Maintenance)
Automated Manufacturing Technology
(Engineering Graphics, Welding)
Automotive/Diesel Technology
Engineering Graphics Technology
Industrial Maintenance (Industrial Electronics)
Industrial Maintenance/Welding
Mechatronics Technology (Industrial Maintenance)
Medical Assisting
Patient Care Technology
Power Plant Technology (Industrial Maintenance)

CERTIFICATES

General Studies

nursing+health science

ASSOCIATE IN APPLIED SCIENCE

Associate Degree Nursing
Physical Therapist Assistant
Radiologic Technology
Respiratory Care

DIPLOMA IN APPLIED SCIENCE

Practical Nursing
Medical Assisting

CERTIFICATES

Computed Tomography
Emergency Medical Technician
Magnetic Resonance Imaging
Mammography
Patient Care Technician
Certified Nursing Assistant
Pre-Health Information Management
Major in Pre-Dental Hygiene
Pre-Occupational Therapy Assistant
General Radiologic Technology

human+public service

ASSOCIATE IN APPLIED SCIENCE

Criminal Justice
Paralegal/Legal Assistant
Early Care and Education

DIPLOMA IN APPLIED SCIENCE

Early Childhood Development

CERTIFICATES

Early Childhood Development
Forensics
Security

industrial+technology

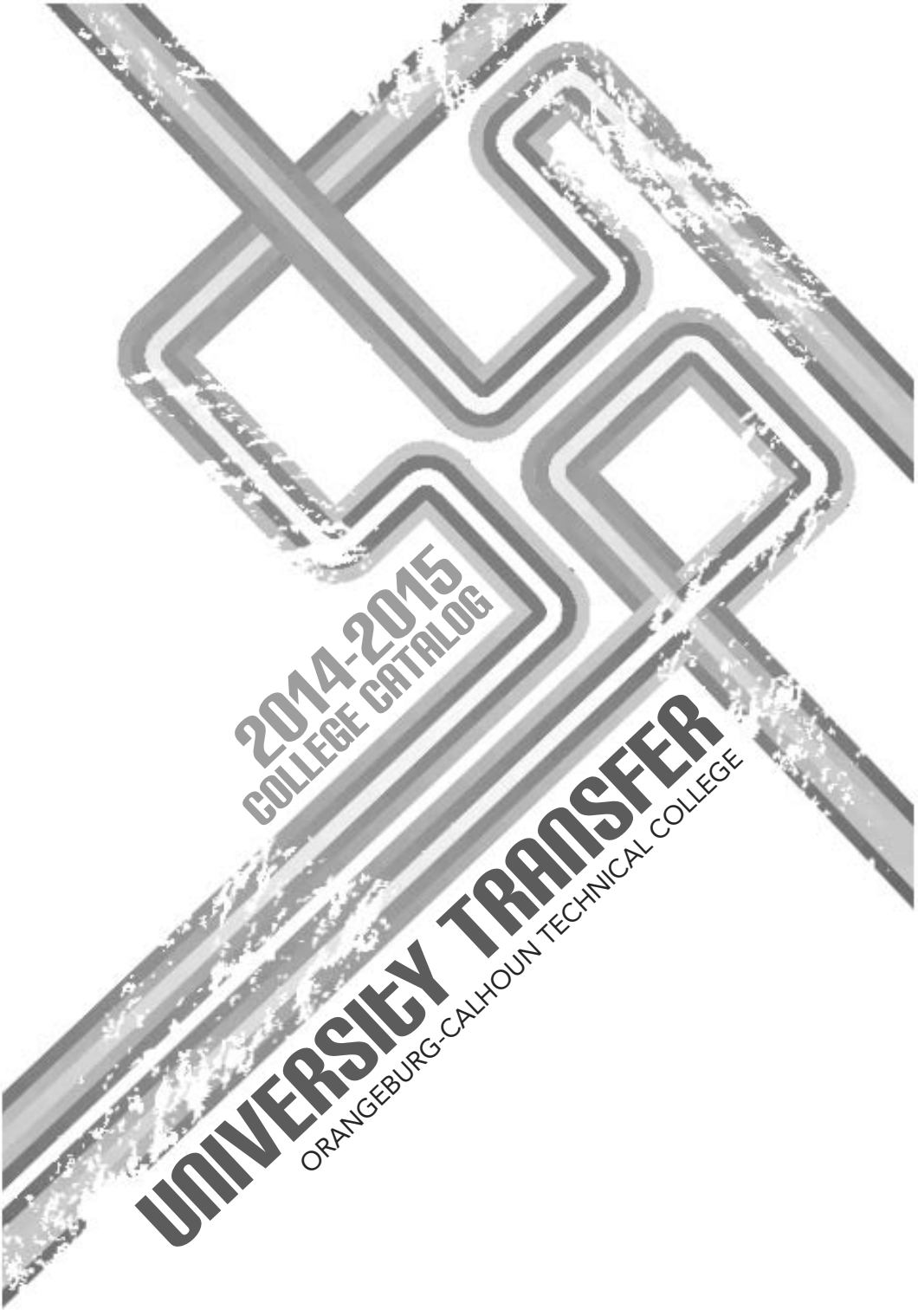
ASSOCIATE IN APPLIED SCIENCE

Automotive Technology
Industrial Electronics Technology
Machine Tool Technology

CERTIFICATES

Basic Electrician
Basic Diesel Maintenance
Industrial Electrician
Computer Aided Design I, II, III
Undercar Specialist
Production Operator
Basic Industrial Maintenance
Industrial Maintenance Mechanical and Electrical I, II
Mechatronics - Fundamentals
Mechatronics - Automated Controls
Mechatronics - Advanced Automated Systems
Power Plant Technology I, II, III
Basic Welding
Intermediate Welding
Welding Fundamentals
Professional Truck Driving

The U.S. Department of Education requires disclosure of certain information for certificates and diplomas that lead to gainful employment. To learn more, go to www.octech.edu /academics/gainful employment programs.


2014-2015
COLLEGE CATALOG
UNIVERSITY TRANSFER
ORANGEBURG-CALHOUN TECHNICAL COLLEGE

ASSOCIATE OF ARTS/ASSOCIATE IN SCIENCE
60 SEMESTER HOURS

If you are planning to transfer to a four-year college or university, enrolling in the Associate in Arts or Associate in Science curricula can help you reach your goals. In these programs, which are also called the University Transfer programs, you can take any number of college transferrable courses, from just a few to an entire associate's degree. Also, if you are a public school teacher looking for recertification credit, many of the courses will apply.

If you are interested in courses such as psychology, sociology, humanities, history, literature or the arts, you should enroll in the Associate in Arts degree. On the other hand, if you are more interested in math or science courses (STEM – Science, Technology, Engineering, Mathematics), like calculus, biology or chemistry, you should enroll in the Associate in Science degree.

There are many perks to attending OCtech as a student in Associate in Arts or Associate in Science. First, because OCtech is a college focused on the needs of first- and second-year college students, our faculty is dedicated to providing instruction on a more individual basis than larger four-year schools . Our classes are smaller than those of most four-year schools, so we can provide opportunities for you to work one-on-one with your instructors. Additionally, the University *(continued next page)*

ASSOCIATE IN ARTS

CORE CURRICULUM 38 HOURS

Communications:
ENG 101, ENG 102, SPC 205

Humanities/Fine Arts:
Literature: 3 credit hours must be selected from the following: ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 236
History: 6 credit hours must be selected from the following: HIS 101, HIS 102, HIS 115, HIS 201, HIS 202

Natural Sciences/Math
Mathematics: 3 credit hours must be selected from the following: MAT 110, MAT 111, MAT 120, MAT 130, MAT 140, MAT 141
Science: 8 credit hours must be selected from the following (science courses must be taken in sequence): BIO 101, BIO 102, CHM 110, CHM 111, PHY 221, PHY 222
Social/Behavioral Sciences: 6 credit hours must be selected from the following: PSY 201, SOC 101, ECO 210, PSC 201

Computer Technology:
Must select one of the following (preferred course depends upon transfer destination): CPT 101, CPT 170

COURSE Requirements 16 HOURS
BIO 101, BIO 102, CHM 110, CHM 111, CHM 211, CHM 212, ECO 210, ECO 211, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 236, HIS 101, HIS 102, HIS 115, HIS 201, HIS 202, MAT 110, MAT 111, MAT 120, MAT 130, MAT 140, MAT 141, MAT 240, PSC 201, PSC 215, PHI 101, PHI 110, REL 101, REL 102

Electives 6 HOURS
ART 101, ACC 101, ACC 102, BIO 210, BIO 211, BIO 225, BIO 240, CHM 211, CHM 212, COL 103, ECO 210, ECO 211, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 236, FRE 101, FRE 102, HIS 101, HIS 102, HIS 115, HIS 201, HIS 202, IDS 101*, MAT 110, MAT 111, MAT 120, MAT 130, MAT 140, MAT 141, MAT 240, MUS 105, PHI 101, PHI 110, PHY 221, PHY 222, PSC 201, PSC 215, PSY 203, PSY 212, REL 101, REL 102, SPA 101, SPA 102
**IDS 101 does not transfer.*

TOTAL COURSE OF STUDY 60 HOURS

It is recommended that students consult with the expected transfer university/college to determine the appropriate major and elective courses. Course substitutions may be made upon approval of Program Coordinator.

ASSOCIATE OF ARTS/ASSOCIATE IN SCIENCE
60 SEMESTER HOURS

ASSOCIATE IN SCIENCE

CORE CURRICULUM 38 HOURS

Communications:
ENG 101, ENG 102, SPC 205

Humanities/Fine Arts:
Literature: 3 credit hours must be selected from the following: ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 236
History: 6 credit hours must be selected from the following: HIS 101, HIS 102, HIS 201, HIS 202

Natural Sciences/Math:
Mathematics: 3 credit hours must be selected from the following: MAT 110, MAT 111, MAT 120, MAT 130, MAT 140, MAT 141
Science: 8 credit hours must be selected from the following (science courses must be taken in sequence): BIO 101, BIO 102, CHM 110, CHM 111, PHY 221, PHY 222
Social/Behavioral Sciences: 6 credit hours must be selected from the following: PSY 201, SOC 101, ECO 210, PSC 201

Computer Technology:
Must select one of the following (preferred course depends upon transfer destination):
CPT 101, CPT 170

COURSE Requirements 16 HOURS
Must be selected from the following. Courses should not be used to fulfill the general education requirements.
BIO 101, BIO 102, BIO 210, BIO 211, BIO 225, BIO 240, CHM 110, CHM 111, CHM 211, CHM 212, MAT 110, MAT 120, MAT 130, MAT 140, MAT 141, PHY 221, PHY 222

Electives 6 HOURS
ART 101, ACC 101, ACC 102, BIO 210, BIO 211, BIO 225, BIO 240, CHM 211, CHM 212, COL 103, ECO 210, ECO 211, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 236, FRE 101, FRE 102, HIS 101, HIS 102, HIS 115, HIS 201, HIS 202, IDS 101*, MAT 110, MAT 111, MAT 120, MAT 130, MAT 140, MAT 141, MAT 240, MUS 105, PHI 101, PHI 110, PHY 221, PHY 222, PSC 201, PSC 215, PSY 203, PSY 212, REL 101, REL 102, SPA 101, SPA 102
**IDS 101 does not transfer.*

TOTAL COURSE OF STUDY 60 HOURS

It is recommended that students consult with the expected transfer university/college to determine the appropriate major and elective courses. Course substitutions may be made upon approval of Program Coordinator.

Transfer program offers the same courses that are typically required by four-year colleges as part of each student's general education requirements. As a result, you can meet a large portion of the required general education courses needed at your transfer school in a small, friendly setting where your instructors truly care about your progress and are willing to assist you as you learn.

Not only will you have access to a supportive faculty, at OCtech you will also have a faculty advisor and other counselors who will work with you to help you determine your educational goals and choose the right courses so that you can make a smooth transition to another college or university. You and your advisor will closely consult with the college to which you plan to transfer so that the courses you take at OCtech will meet that institution's transfer requirements.

OCtech also offers a Middle College program for high school students. High school juniors and seniors who meet the college's requirements can take college credit courses through dual enrollment with OCtech. Successful completion of these courses may allow high school graduates to transfer the courses to the four-year colleges of their choice. For more information about Middle College, contact the OCtech University Transfer Coordinator's Office.

ASSOCIATE IN ARTS
SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL I				
ENG 101	English Composition I	3.0	0.0	3.0
SOC 101	Introduction to Sociology	3.0	0.0	3.0
BIO 101	Biological Science I **or**			
CHM 110	College Chemistry I	3.0	3.0	4.0
HIS 201	American History: Discovery-1877	3.0	0.0	3.0
MAT 110	College Algebra	3.0	0.0	3.0
		15.0	3.0	16.0
SPRING I				
ENG 102	English Composition II	3.0	0.0	3.0
BIO 102	Biological Science II **or**			
CHM 111	College Chemistry II	3.0	3.0	4.0
PSY 201	General Psychology	3.0	0.0	3.0
HIS 202	American History: 1877-Present	3.0	0.0	3.0
		12.0	3.0	13.0
FALL II				
ECO 210	Macroeconomics	3.0	0.0	3.0
SPC 205	Public Speaking	3.0	0.0	3.0
CPT 101	Introduction to Computers	3.0	0.0	3.0
	Literature Elective	3.0	0.0	3.0
	Math/Science Elective	4.0	0.0	4.0
		16.0	0.0	16.0
SPRING II				
HIS 101	Western Civilization to 1689	3.0	0.0	3.0
PHI 101	Introduction to Philosophy	3.0	0.0	3.0
PSC 201	American Government	3.0	0.0	3.0
	Elective	3.0	0.0	3.0
	Elective	3.0	0.0	3.0
		15.0	0.0	15.0

Electives must be chosen from the following:
ACC 101, ACC 102, ART 101, BIO 210, BIO 211, BIO 225, BIO 240, COL 103, ECO 210, ECO 211, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 236, FRE 101, FRE 102, HIS 101, HIS 102, HIS 115, HIS 201, HIS 202, IDS 101*, MAT 110, MAT 111, MAT 120, MAT 130, MAT 140, MAT 141, MAT 240, MUS 105, PHY 221, PHY 222, PSC 201, PSC 215, PSY 203, PSY 212, PHI 101, PHI 110, REL 101, REL 102, SPA 101, SPA 102

ASSOCIATE IN SCIENCE
SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL I				
ENG101	English Composition I	3.0	0.0	3.0
SOC 101	Introduction to Sociology	3.0	0.0	3.0
BIO 101	Biological Science I	3.0	3.0	4.0
HIS 201	American History: Discovery-1877	3.0	0.0	3.0
MAT110	College Algebra	3.0	0.0	3.0
		15.0	3.0	16.0
SPRING I				
ENG102	English Composition II	3.0	0.0	3.0
BIO 102	Biological Science II	3.0	3.0	4.0
PSY 201	General Psychology	3.0	0.0	3.0
HIS 202	American History: 1877-Present	3.0	0.0	3.0
	Math Elective	3.0	0.0	3.0
		15.0	3.0	16.0
FALL II				
ECO 210	Macroeconomics	3.0	0.0	3.0
CHM 110	College Chemistry I	3.0	3.0	4.0
CPT 101	Introduction to Computers	3.0	0.0	3.0
	Literature Elective	3.0	0.0	3.0
	Math Elective	3.0	0.0	3.0
		15.0	3.0	16.0
SPRING II				
SPC 205	Public Speaking	3.0	0.0	3.0
PHI 101	Introduction to Philosophy	3.0	0.0	3.0
	Math/Science Elective	3.0	0.0	3.0
	Math/Science Elective	3.0	0.0	3.0
		12.0	0.0	12.0

Electives must be chosen from the following:
ACC 101, ACC 102, ART 101, BIO 210, BIO 211, BIO 225, BIO 240, CHM 211, CHM 212, COL 103, ECO 210, ECO 211, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 236, FRE 101, FRE 102, HIS 101, HIS 102, HIS 115, HIS 201, HIS 202, IDS 101*, MAT 110, MAT 111, MAT 120, MAT 130, MAT 140, MAT 141, MAT 240, MUS 105, PHI 101, PHI 110, PHY 221, PHY 222, PSC 201, PSC 215, PSY 203, PSY 212, REL 101, REL 102, SPA 101, SPA 102

*IDS 101 does not transfer.

ASSOCIATE IN ARTS - TEACHER TRANSFER
63 SEMESTER HOURS

Students in the Associate in Arts - Teacher Transfer courses have as their primary objective either the transfer of specific courses or the associate degree in its entirety to a four-year college or university. Students may opt for one of three areas of concentration: **early childhood, elementary, or mid-level.**

Students in this program have guaranteed transfer credit to the Colleges of Education at either the University of South Carolina, the College of Charleston, SC State University or Claflin University. They may also take advantage of preferential advising in the first two years, education courses in the first two years, test preparation for the PRAXIS I, learning community activities on both the Orangeburg-Calhoun Technical College and university campuses, and financial aid opportunities for both Orangeburg-Calhoun Technical College and university courses.

CORE CURRICULUM 42 HOURS
Communications:
ENG 101, ENG 102, SPC 205
Foreign Language:
SPA 101, SPA 102
Humanities/Fine Arts:
ART 101
Natural Sciences/Math:
Mathematics: MAT 110, MAT 120
Science: BIO 101, CHM 105
Social/Behavioral Sciences: HIS 201 or HIS 202, HIS 112
MAJOR REQUIREMENTS
(Education Courses) 21 HOURS
COL 103, ECD 270, EDU 230, EDU 241,ENG 207, MAT 250, MAT 251
TOTAL COURSE OF STUDY 63 HOURS

ASSOCIATE IN ARTS -
EARLY CHILDHOOD EDUCATION
CONCENTRATION
63 HOURS

Students in the early childhood education concentration area wish to teach in pre-kindergarten or kindergarten.

SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL I				
BIO 101	Biological Science I	3.0	3.0	4.0
ENG 101	English Composition I	3.0	0.0	3.0
EDU 230	Schools in Communities	3.0	3.0	4.0
SPA 101	Elementary Spanish I	3.0	3.0	4.0
		12.0	9.0	15.0
SPRING I				
CPT 101	Introduction to Computers	3.0	0.0	3.0
ENG 102	English Composition II	3.0	0.0	3.0
MAT 110	College Algebra	3.0	0.0	3.0
SPA 102	Elementary Spanish II	3.0	3.0	4.0
EDU 241	Learners & Diversity	3.0	3.0	4.0
		15.0	6.0	17.0
FALL II				
ART 101	Art History and Appreciation	3.0	0.0	3.0
HIS 201	American History: Discovery to 1877 **or**			
HIS 202	American History: 1877 to Present	3.0	0.0	3.0
SPC 205	Public Speaking	3.0	0.0	3.0
MAT 120	Probability and Statistics	3.0	0.0	3.0
ECD 270	Foundations in Early Childhood Education	3.0	0.0	3.0
		15.0	0.0	15.0
SPRING II				
CHM 105	General Chemistry	3.0	3.0	4.0
ENG 207	Literature for Children	3.0	0.0	3.0
HIS 112	Non-Western Civilization	3.0	0.0	3.0
MAT 250	Elementary Mathematics I	3.0	0.0	3.0
MAT 251	Elementary Mathematics II	3.0	0.0	3.0
		15.0	3.0	16.0

•Six semester hours of foreign language are required for all students who do not achieve a score of two (2) or better on the USC foreign language test. Students should take SPA 101 and SPA 102 at OCtech to satisfy this requirement.
•Curriculum Models represent the articulation agreements with the University of South Carolina. See your advisor for plans applicable to the other transfer institutions.

ASSOCIATE IN ARTS-
EARLY CHILDHOOD EDUCATION
CONCENTRATION
ONE-YEAR TRANSFER PROGRAM
35 HOURS

Students in the early childhood education concentration area wish to teach in pre-kindergarten or kindergarten.

CORE CURRICULUM 22 HOURS
Communications:
English 101, English 102, SPC 205
Humanities/Fine Arts
Art 101
Natural Sciences/Math Science:
BIO 101
Mathematics:
MAT 110
Social/Behavioral Sciences:
HIS 201 or HIS 202
MAJOR REQUIREMENTS 13 HOURS
(Education Courses)
COL 103, CPT 101, ECD 270, ENG 207, EDU 241

SEMESTER CURRICULUM MODEL

Fall		Class	Lab	Credit
ENG 101	English Composition I	3.0	0.0	3.0
MAT 110	College Algebra	3.0	0.0	3.0
HIS 201	American History: Discovery – 1877 **or**	3.0	0.0	3.0
HIS 202	American History: 1877 to Present			
ART 101	Art History and Appreciation	3.0	0.0	3.0
BIO 101	Biological Science I	3.0	3.0	4.0
		15.0	3.0	16.0
SPRING				
CPT 101	Introduction to Computes	3.0	0.0	3.0
ENG 102	English Composition II	3.0	0.0	3.0
ECD 270	Foundations in Early Care and Education	3.0	0.0	3.0
ENG 207	Literature for Children	3.0	0.0	3.0
EDU 241	Learners and Diversity	3.0	3.0	4.0
SPC 205	Public Speaking	3.0	0.0	3.0
		18.0	3.0	19.0

ASSOCIATE IN ARTS - ELEMENTARY EDUCATION CONCENTRATION

66 HOURS

Students in the elementary education concentration area wish to teach in grades 1-6.

CORE CURRICULUM 45 HOURS Communications:
ENG 101, ENG 102, SPC 205
Humanities/Fine Arts:
ART 101
Natural Sciences/Math:
Mathematics: MAT 120, MAT 130
Science: BIO 101, CHM 105
Social/Behavioral Sciences: HIS 201 or HIS 202, ECO 210 or ECO 211, PSC 201
MAJOR REQUIREMENTS
(Education Courses) 21 HOURS
CPT 101, COL 103, MAT 250, MAT 251, EDU 201, EDU 230, EDU 241
TOTAL COURSE OF STUDY 66 HOURS

SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL I				
ART 101	Art History and Appreciation	3.0	0.0	3.0
BIO 101	Biological Science I	3.0	3.0	4.0
EDU 230	Schools in Communities	3.0	3.0	4.0
ENG 101	English Composition I	3.0	0.0	3.0
PSC 201	American Government	3.0	0.0	3.0
		15.0	6.0	17.0
SPRING I				
ENG 102	English Composition II	3.0	0.0	3.0
CPT 101	Introduction to Computers	3.0	0.0	3.0
MAT 110	College Algebra	3.0	0.0	3.0
ECO 210	Macroeconomics **or**			
ECO 211	Microeconomics	3.0	0.0	3.0
EDU 241	Learners & Diversity	3.0	3.0	4.0
		15.0	3.0	16.0
FALL II				
HIS 201	American History: Discovery - 1877 **or**			
HIS 202	American History: 1877 to Present	3.0	0.0	3.0
CHM 105	General Chemistry	3.0	3.0	4.0
MAT 120	Probability and Statistics	3.0	0.0	3.0
SPA 101	Elementary Spanish I	3.0	3.0	4.0
SPC 205	Public Speaking	3.0	0.0	3.0
		15.0	6.0	17.0
SPRING II				
EDU 201	Classroom Inquiry with Technology	3.0	0.0	3.0
ENG 207	Literature for Children	3.0	0.0	3.0
MAT 250	Elementary Mathematics I	3.0	0.0	3.0
MAT 251	Elementary Mathematics II	3.0	0.0	3.0
SPA 102	Elementary Spanish II	3.0	3.0	4.0
		15.0	3.0	16.0

ASSOCIATE IN ARTS -
MID-LEVEL EDUCATION
CONCENTRATION

60 HOURS

Students in the mid-level education concentration area wish to teach in middle or high school. Please note that these areas will ultimately require specialization in a subject area. Students pursuing certification in math or any of the sciences should select the Bachelor of Scinece transfer program. Students pursuing certification in history, English, or foreign languages should select the Bachelor of Arts transfer program.

CORE CURRICULUM **49 HOURS**
Communications:
ENG 101, ENG 102, ENG 205, SPC 205
Humanities:
ART 101
Foreign Language:
SPA 101, SPA 102
Natural Sciences/Math:
Mathematics: MAT 110, MAT 120, CPT 101
Science: BIO 101, CHM 105
Social/Behavioral Sciences: HIS 101 or HIS 102, HIS 201 or HIS 202, PSC 201
MAJOR REQUIREMENTS
(Education Courses) **11 HOURS**
COL 103, EDU 201, EDU 230, EDU 241
TOTAL COURSE OF STUDY **60 HOURS**

MID-LEVEL EDUCATION - BACHELOR OF ARTS TRANSFER PROGRAM CONCENTRATION
SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL I				
ENG 101	English Composition I	3.0	0.0	3.0
EDU 230	Schools in Communities	3.0	3.0	4.0
SPA 101	Elementary Spanish I	3.0	3.0	4.0
BIO 101	Biological Science I	3.0	3.0	4.0
		12.0	9.0	15.0
SPRING I				
ENG 102	English Composition II	3.0	0.0	3.0
SPC 205	Public Speaking	3.0	0.0	3.0
SPA 102	Elementary Spanish II	3.0	3.0	4.0
EDU 241	Learners & Diversity	3.0	3.0	4.0
		12.0	6.0	14.0
FALL II				
MAT 110	College Algebra	3.0	0.0	3.0
PSC 201	American Government	3.0	0.0	3.0
CHM 105	General Chemistry	3.0	3.0	4.0
CPT 101	Introduction to Computers	3.0	0.0	3.0
HIS 201	American History: Discovery – 1877 **or**			
HIS 202	American History: 1877 to Present	3.0	0.0	3.0
		15.0	3.0	16.0
SPRING II				
EDU 201	Classroom Inquiry with Technology	3.0	0.0	3.0
ART 101	Art History and Appreciation	3.0	0.0	3.0
ENG 205	English Literature I	3.0	0.0	3.0
MAT 120	Probability and Statistics	3.0	0.0	3.0
HIS 101 or HIS 102	Western Civilization	3.0	0.0	3.0
		15.0	0.0	15.0

ASSOCIATE IN ARTS
MID-LEVEL EDUCATION - BACHELOR OF SCIENCE TRANSFER PROGRAM
CONCENTRATION SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL I				
ENG 101	English Composition I	3.0	0.0	3.0
EDU 230	Schools and Communities	3.0	3.0	4.0
SPA 101	Elementary Spanish I	3.0	3.0	4.0
BIO 101	Biological Science I	3.0	3.0	4.0
MAT 110	College Algebra	3.0	0.0	3.0
		15.0	9.0	18.0
SPRING I				
MAT 120	Probability and Statistics	3.0	0.0	3.0
ENG 102	English Composition II	3.0	0.0	3.0
BIO 102	Biological Science II	3.0	3.0	4.0
SPA 102	Elementary Spanish II	3.0	3.0	4.0
EDU 241	Learners & Diversity	3.0	3.0	4.0
		15.0	9.0	18.0
FALL II				
PSC 201	American Government	3.0	0.0	3.0
CHM 105	General Chemistry	3.0	3.0	4.0
MAT 130	Elementary Calculus	3.0	0.0	3.0
HIS 201	American History : Discovery – 1877 **or**			
HIS 202	American History: 1877 to Present	3.0	0.0	3.0
		12.0	3.0	13.0
SPRING II				
EDU 201	Classroom Inquiry with Technology	3.0	0.0	3.0
ART 101	Art History and Appreciation	3.0	0.0	3.0
SPC 205	Public Speaking	3.0	0.0	3.0
MAT 140	Math concentration **or**			
PHY 201	Physics I Science concentration	3.0	0.0	4.0
		12.0	0.0	13.0

ASSOCIATE IN SCIENCE
AGRICULTURAL EDUCATION TRANSFER PROGRAM
61 SEMESTER HOURS

Students enrolled in the Associate in Science with an emphasis in Agricultural Education have as their primary objective either the transfer of specific courses or the associate degree in its entirety to Clemson University.

Students in this program have guaranteed transfer credit to the College of Agriculture, Forestry, and Life Sciences at Clemson University. The principle mission of agricultural education is to prepare and maintain professionals to serve the future educational needs of people who are in or affected by the broad agriculture industry. Graduates who meet all the criteria listed below will be accepted without further review of credentials, with junior standing at Clemson University:

CORE CURRICULUM	**32 HOURS**
Communications:	
ENG 101, ENG 102, SPC 205	
Humanities/Fine Arts (choose one):	
ART 101 or MUS 105	
Literature: (choose one):	
ENG 201 or ENG 202	
Natural Sciences/Math:	
Mathematics: MAT 120	
Science: BIO 101 and BIO 102	
Social/Behavioral Sciences: HIS 201, PSY 201	
MAJOR REQUIREMENTS	**29 HOURS**
AGR 201, AGR 202, AGR 203, AGR 204, AGR 205, AGR 206, CHM 110, CHM 111	
TOTAL COURSE OF STUDY	**61 HOURS**

a. The student will have received an Associate in Science Degree with an emphasis in Agricultural Education from Orangeburg-Calhoun Technical College.
b. The student will have taken all the required courses.
c. The student's cumulative grade point ratio at OCtech must be 2.5 or higher.
d. A grade of "C" or better is required in all courses to be applied toward the bachelor's degree.
e. The student must achieve the minimum score on the PRAXIS I (NTE) and forward the scores to Clemson University.

ASSOCIATE IN SCIENCE
AGRICULTURAL EDUCATION TRANSFER PROGRAM
SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL I				
BIO 101	Biological Science I	3.0	3.0	4.0
CHM 110	College Chemistry I	3.0	3.0	4.0
ENG 101	English Composition I	3.0	0.0	3.0
AGR 201	Introduction to Sustainable Agriculture	3.0	0.0	3.0
		12.0	6.0	14.0
SPRING I				
BIO 102	Biological Science II	3.0	3.0	4.0
CHM 111	College Chemistry II	3.0	3.0	4.0
ENG 102	English Composition II	3.0	0.0	3.0
AGR 204	Introduction to Plant Science	3.0	0.0	3.0
		12.0	6.0	14.0
SUMMER				
AGR 203	Animal Science	3.0	3.0	4.0
AGR 206	Basic Farm Maintenance	3.0	3.0	4.0
		6.0	6.0	8.0
FALL II				
MAT 120	Probability and Statistics	3.0	0.0	3.0
AGR 205	Integrated Pest Management	3.0	0.0	3.0
	Literature Req.*	3.0	0.0	3.0
MUS 105	Music Appreciation **or**			
ART 101	Art Appreciation	3.0	0.0	3.0
		12.0	0.0	12.0
SPRING II				
HIS 201	American History: Discovery to 1877	3.0	0.0	3.0
PSY 201	General Psychology	3.0	0.0	3.0
AGR 202	Introduction to Soils	3.0	3.0	4.0
SPC 205	Public Speaking	3.0	0.0	3.0
		12.0	3.0	13.0

*Take ENG 201 or ENG 205

Students testing into developmental level courses must take COL 103.

ASSOCIATE IN SCIENCE
SOILS AND SUSTAINABLE CROPS TRANSFER PROGRAM
65-66 SEMESTER HOURS*

Students in the Associate in Science with an emphasis in Sustainable Agriculture have as their primary objective either the transfer of specific courses or the associate degree in its entirety to Clemson University.

Students in this program have guaranteed transfer credit to the College of Agricultural, Forestry, and Life Sciences at Clemson University. Graduates who meet all of the criteria listed below will be accepted without further review of credentials, with junior standing at Clemson University:

a. The student will have received the Associate in Science Degree with an emphasis in Sustainable Agriculture (2-year transfer option) from Orangeburg-Calhoun Technical College.
b. The student will have taken all of the required courses.
c. The student's cumulative grade point ratio must be 2.5 or higher.
d. A grade of "C", or better, is necessary in all courses applied toward a bachelor's degree.

CORE CURRICULUM	**32-33 HOURS**
Communications: ENG 101, ENG 102, SPC 205	
Humanities/Fine Arts (choose one): ART 101 or MUS 105	
Literature (choose one): ENG 201, ENG 202, ENG 205, or ENG 206	
Natural Sciences/Math:	
Mathematics (choose one): MAT 130 or MAT 140	
Science: BIO 101 and BIO 102	
Social/Behavioral Sciences: HIS 201 or HIS 202, PSY 201	
MAJOR REQUIREMENTS	**29 HOURS**
AGR 201, AGR 202, AGR 204, AGR 205, AGR 206, CHM 110, CHM 111, CHM 211	
Directed Elective (choose one): COL 103, MAT 141, AGR 203 or CHM 212	**4 HOURS**
TOTAL COURSE OF STUDY	**65-66 HOURS**

Students who do not wish to transfer to a four-year institution upon completion of the degree will obtain the necessary knowledge and skills to improve their success in agricultural production or many of the agricultural support industries.

*Semester hours may vary according to the electives the student may choose. The student should consult with their advisor.

ASSOCIATE IN SCIENCE
SOILS AND SUSTAINABLE CROPS TRANSFER PROGRAM
SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL I				
BIO 101	Biological Science I	3.0	3.0	4.0
CHM 110	College Chemistry I	3.0	3.0	4.0
ENG 101	English Composition I	3.0	0.0	3.0
AGR 201	Introduction to Sustainable Agriculture	3.0	0.0	3.0
		12.0	6.0	14.0
SPRING I				
BIO 102	Biological Science II	3.0	3.0	4.0
CHM 111	College Chemistry II	3.0	3.0	4.0
ENG 102	English Composition II	3.0	0.0	3.0
AGR 204	Introduction to Plant Science	3.0	0.0	3.0
MUS 105	Music Appreciation	3.0	0.0	3.0
		15.0	6.0	17.0
SUMMER				
CHM 211	Organic Chemistry I	3.0	3.0	4.0
	Directed Elective*	3.0	3.0	4.0
AGR 206	Basic Farm Maintenance	3.0	3.0	4.0
		6.0/9.0	6.0/9.0	8.0/12.0
FALL II				
MAT 130 **	Elementary Calculus **or**	3.0	0.0	3.0
MAT 140	Analytical Geometry and Calculus I	4.0	0.0	4.0
AGR 205	Integrated Pest Management	3.0	0.0	3.0
	Directed Elective*	3.0	3.0	4.0
	Literature Requirement	3.0	0.0	3.0
		12.0/13.0	0.0/3.0	12.0/14.0
SPRING II				
HIS 201	American History: Discovery to 1877 **or**			
HIS 202	American History: 1877 to the Present	3.0	0.0	3.0
PSY 201	General Psychology	3.0	0.0	3.0
AGR 202	Introduction to Soils	3.0	3.0	4.0
MAT 141**	Analytical Geometry and Calculus II	4.0	0.0	4.0
SPC 205	Public Speaking	3.0	0.0	3.0
		12.0/16.0	3.0	13.0/17.0

*Directed Electives (See advisor): AGR 203 Introduction to Animal Science (SUMMER) OR CHM 212 Organic Chemistry II or COL 103

**Take MAT 130 or MAT 140 and 141.

SUSTAINABLE AGRICULTURE CERTIFICATE
30 SEMESTER HOURS

As a leading industry in South Carolina, agriculture is vital to all areas of the state, especially the rural areas. Many current and future producers could benefit from an increased understanding of agriculture practices to improve the sustainability of their operations. Students completing this certificate program will obtain the necessary knowledge and skills to improve their success in agricultural production or many of the agricultural support industries.

SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
AGR 201	Introduction to Sustainable Agriculture	3.0	0.0	3.0
AGR 203	Introduction to Animal Science	3.0	3.0	4.0
AGR 204	Introduction to Plant Science	3.0	0.0	3.0
AGR 202	Soils	3.0	3.0	4.0
AGR 205	Pest Management	3.0	0.0	3.0
AGR 206	Basic Farm Maintenance	3.0	3.0	4.0
MGT 101	Principles of Management	3.0	0.0	3.0
ACC 101	Accounting Principles I	3.0	0.0	3.0
*MKT 101	Marketing **or**			
*COL 103	College Skills	3.0	0.0	3.0
		27.0	9.0	30.0

*These courses are not universally transferable. Students should check with the advisor at they college to which they plan to transfer.

ASSOCIATE IN SCIENCE
FOOD SCIENCE PROGRAM
60 SEMESTER HOURS

Students now have a unique opportunity to pursue food science interest at Clemson University. Students in the Associate in Science degree with an emphasis in Food Science have guaranteed transfer credit to the College of Agricultural, Forestry and Life Sciences at Clemson. This innovative path allows the students to complete two years at OCtech and take summer session courses in food science at Clemson University during the first summer of study. Graduates who meet all of the specific criteria will be accepted, without further review of credentials, with junior standing at Clemson University.

a. The student will have received the Associate in Science Degree with an emphasis in Food Science from Orangeburg-Calhoun Technical College.
b. The student will have taken all of the required courses.
c. The student's cumulative grade point ratio must be 2.5 or higher.
d. A grade of "C", or better, is necessary in all courses applied toward a bachelor's degree.

CORE CURRICULUM	**35 HOURS**
Communications:	
ENG 101, ENG 102, SPC 205	
Humanities/Fine Arts (choose one):	
ART 101 or MUS 105	
Literature (choose one):	
ENG 201, ENG 202, ENG 205, or ENG 206	
Natural Sciences/Math:	
Mathematics: MAT 120 and MAT 130	
Science: BIO 101 and BIO 102	
Social/Behavioral Sciences: PSY 201, ECO 211 or HIS 101	
MAJOR REQUIREMENTS	**22 HOURS**
BIO 225, FD SC 101, FD SC 102, CHM 110, CHM 111, CHM 211, PHY 201	
Directed Elective:	**3 HOURS**
Choose any course of 3 credit hours or more.	
TOTAL COURSE OF STUDY	**60 HOURS**

		Class	Lab	Credit
FALL I				
BIO 101	Biological Science I	3.0	3.0	4.0
CHM 110	College Chemistry I	3.0	3.0	4.0
ENG 101	English Composition I	3.0	0.0	3.0
MAT 120	Probability and Statistics	3.0	0.0	3.0
		12.0	6.0	14.0
SPRING I				
BIO 102	Biological Science II	3.0	3.0	4.0
CHM 111	College Chemistry II	3.0	3.0	4.0
ENG 102	English Composition II	3.0	0.0	3.0
PSY 201	General Psychology	3.0	0.0	3.0
		12.0	6.0	14.0
SUMMER I				
FD SC 101*	Epochs in Man's Struggle for Food	1.0	0.0	1.0
FD SC 102*	Prospectives in Food Science	1.0	0.0	1.0
		2.0	0.0	2.0
FALL II				
ART 101	Art History **OR**			
MUS 101	Music Appreciation	3.0	0.0	3.0
CHM 211	Organic Chemistry I	3.0	3.0	4.0
BIO 225	Microbiology	3.0	3.0	4.0
SPC 205	Public Speaking	3.0	0.0	3.0
		12.0	6.0	14.0
SPRING II				
MAT 130	Elementary Calculus	3.0	0.0	3.0
ECO 211	Microeconomics **OR**			
HIS 101	Western Civilization to 1689	3.0	0.0	3.0
PHY 201	Physics I	3.0	3.0	4.0
	Literature Elective	3.0	0.0	3.0
	Directed Elective	3.0	0.0	3.0
		15.0	3.0	16.0
SUMMER II				
FD SC 214**	Food Resources and Society	3.0	0.0	3.0
FD SC 420**	Special Topics in Food Science	3.0	0.0	3.0
		6.0	0.0	6.0

**To be taken at Clemson University over the summer of the first year.*
***To be taken at Clemson University over the summer of the second year.*

ASSOCIATE IN SCIENCE
ASSOCIATE DEGREE NURSING PREPARATORY PROGRAM
60 SEMESTER HOURS

The Associate in Science – Associate Degree Nursing Preparatory Program prepares students to enter the Associate in Applied Science Degree Nursing Program at OCtech, four year institutions, or medical schools. This degree assists students in preparing for careers in the nursing profession and strengthens the academic skills of students seeking admission to the Associate Degree in Applied Science Nursing program. Students earn general education credits in preparation for admission to the nursing program or can transfer these credits to a four year institution of their choice.

Note: Completion of the degree alone does not guarantee admission to the Associate Degree in Applied Science Nursing Program at OCtech. Students who complete the Associate in Science Degree with a cumulative GPA of 2.5 or better will receive "preferred status" for program admission.

ASSOCIATE IN SCIENCE

CORE CURRICULUM 38 HOURS

Communications:
ENG 101 , ENG 102, SPC 205

Humanities/Fine Arts:
Literature: 3 credit hours must be selected from the following: ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 236

History: 6 credit hours must be selected from the following: HIS 101, HIS 102

Natural Sciences/Math:

Mathematics: 3 credit hours must be selected from the following: MAT 110, MAT 111, MAT 120, MAT 130, MAT 140, MAT 141, MAT 155

Science (science courses must be taken in sequence):
BIO 210, BIO 211

Social/Behavioral Sciences: 6 credit hours must be selected from the following: PSY 201, PSY 203

Computer Technology:
Must select one of the following (preferred course depends upon transfer destination):
CPT 101, CPT 170

COURSE Requirements 16 HOURS
Must be selected from the following. Courses should not be used to fulfill the general education requirements.
AHS 104, AHS 119, AHS 180, BIO 101, BIO 102, BIO 225, BIO 240, CHM 105, CHM 110, CHM 111, CHM 211, CHM 212, COL 101, COL 103, MAT 101, MAT 102, MAT 110, MAT 120, MAT 130, MAT 140, MAT 141, PHY 221, PHY 222

Electives 6 HOURS
AHS 155, ART 101, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 236, HSS 101, HIS 201, HIS 202, MAT 110, MAT 111, MAT 120, MAT 130, MAT 140, MAT 141, MUS 105, PHI 101, PHY 221, PHY 222, PSC 201, REL 101, PSY 212, SOC 101, SPA 101, SPA 102

TOTAL COURSE OF STUDY 60 HOURS

It is recommended that students consult with the expected transfer university/college to determine the appropriate major and elective courses. Course substitutions may be made upon approval of Program Coordinator.

ASSOCIATE IN SCIENCE
ASSOCIATE DEGREE NURSING PREPARATORY PROGRAM
SEMESTER CURRICULUM MODEL

FALL I	**Class**	**Lab**	**Credit**
ENG101 English Composition I	3.0	0.0	3.0
PSY 201 General Psychology	3.0	0.0	3.0
BIO 210 Anatomy & Physiology I	3.0	3.0	4.0
HIS 101 Western Civilization to 1689	3.0	0.0	3.0
*MAT 155 Contemporary Mathematics	3.0	0.0	3.0
	15.0	3.0	16.0
SPRING I			
ENG102 English Composition II	3.0	0.0	3.0
BIO 211 Anatomy & Physiology II	3.0	3.0	4.0
PSY 203 Human Growth & Development	3.0	0.0	3.0
HIS 102 Western Civilization Post 1689	3.0	0.0	3.0
English Literature Elective	3.0	0.0	3.0
	15.0	3.0	16.0
FALL II			
ART 101 Art History & Appreciation	3.0	0.0	3.0
*CHM 105 General, Organic & Biochemistry	3.0	3.0	4.0
CPT 101 Introduction to Computers	3.0	0.0	3.0
BIO 225 Microbiology	3.0	3.0	4.0
	12.0	6.0	14.0
SPRING II			
SPC 205 Public Speaking	3.0	0.0	3.0
BIO 240 Nutrition	3.0	0.0	3.0
Elective	3.0	0.0	3.0
Math or Science Elective	3.0	0.0	3.0
Elective	3.0	0.0	3.0
	15.0	0.0	15.0

Electives must be chosen from the following:
AHS 155, BIO 101, BIO 102, CHM 110, CHM 111, COL 103, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 236, HIS 201, HIS 202, **HSS 101, MAT 110, MAT 111, MAT 120, MAT 130, MAT 140, MAT 141, MUS 105, PHI 101, PHY 221, PHY 222, PSC 201, PSY 212, REL 101, SOC 101, SPA 101, SPA 102.

*MAT 155 and CHM 105 may not transfer to a four year college. Please consult your advisor.
**AHS 104 and HSS 101 do not transfer.

ASSOCIATE IN SCIENCE
PHYSICAL THERAPIST ASSISTANT PREPARATORY PROGRAM
60 SEMESTER HOURS

The Associate in Science – Physical Therapist Assistant Preparatory Program prepares students to enter the Physical Therapist Assistant program at OCtech, four year institutions, or medical schools. This degree assists students in preparing for careers in the nursing profession and strengthens the academic skills of students seeking admission to the Physical Therapist Assistant program. Students earn general education credits in preparation for admission to the Physical Therapist Assistant program or can transfer these credits to a four year institution of their choice.

Note: Completion of the degree alone does not guarantee admission to the Physical Therapist Assistant program at OCtech.

ASSOCIATE IN SCIENCE

CORE CURRICULUM 38 HOURS

Communications:
ENG 101 , ENG 102, SPC 205

Humanities/Fine Arts:
Literature: 3 credit hours must be selected from the following: ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 236

History: 6 credit hours must be selected from the following: HIS 101, HIS 102

Natural Sciences/Math:

Mathematics: 3 credit hours must be selected from the following: MAT 110, MAT 111, MAT 120, MAT 130, MAT 140, MAT 141, MAT 155

Science (science courses must be taken in sequence):
BIO 210, BIO 211

Social/Behavioral Sciences: 6 credit hours must be selected from the following: PSY 201, PSY 203

Computer Technology:
Must select one of the following (preferred course depends upon transfer destination):
CPT 101, CPT 170

COURSE Requirements 16 HOURS
Must be selected from the following. Courses should not be used to fulfill the general education requirements.
AHS 104, AHS 119, AHS 180, BIO 101, BIO 102, BIO 225, BIO 240, CHM 105, CHM 110, CHM 111, CHM 211, CHM 212, COL 101, COL 103, MAT 101, MAT 102, MAT 110, MAT 120, MAT 130, MAT 140, MAT 141, PHY 221, PHY 222

Electives 6 HOURS
AHS 155, ART 101, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 236, HSS 101, HIS 201, HIS 202, MAT 110, MAT 111, MAT 120, MAT 130, MAT 140, MAT 141, MUS 105, PHI 101, PHY 221, PHY 222, PSC 201, REL 101, PSY 212, SOC 101, SPA 101, SPA 102

TOTAL COURSE OF STUDY 60 HOURS

It is recommended that students consult with the expected transfer university/college to determine the appropriate major and elective courses. Course substitutions may be made upon approval of Program Coordinator.

ASSOCIATE IN SCIENCE
PHYSICAL THERAPIST ASSISTANT PREPARATORY PROGRAM
SEMESTER CURRICULUM MODEL

FALL I	Class	Lab	Credit
ENG101 English Composition I	3.0	0.0	3.0
PSY 201 General Psychology	3.0	0.0	3.0
BIO 210 Anatomy & Physiology I	3.0	3.0	4.0
HIS 101 Western Civilization to 1689	3.0	0.0	3.0
*MAT 155 Contemporary Mathematics	3.0	0.0	3.0
	15.0	3.0	16.0
SPRING I			
ENG102 English Composition II	3.0	0.0	3.0
BIO 211 Anatomy & Physiology II	3.0	3.0	4.0
PSY 203 Human Growth & Development	3.0	0.0	3.0
HIS 102 Western Civilization Post 1689	3.0	0.0	3.0
English Literature Elective	3.0	0.0	3.0
	15.0	3.0	16.0
FALL II			
ART 101 Art History & Appreciation	3.0	0.0	3.0
*CHM 105 General, Organic & Biochemistry	3.0	3.0	4.0
CPT 101 Introduction to Computers	3.0	0.0	3.0
BIO 225 Microbiology	3.0	3.0	4.0
	12.0	6.0	14.0
SPRING II			
SPC 205 Public Speaking	3.0	0.0	3.0
BIO 240 Nutrition	3.0	0.0	3.0
Elective	3.0	0.0	3.0
Math or Science Elective	3.0	0.0	3.0
Elective	3.0	0.0	3.0
	15.0	0.0	15.0

Electives must be chosen from the following:
AHS 155, BIO 101, BIO 102, CHM 110, CHM 111, COL 103, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 236, HIS 201, HIS 202, **HSS 101, MAT 110, MAT 111, MAT 120, MAT 130, MAT 140, MAT 141, MUS 105, PHI 101, PHY 221, PHY 222, PSC 201, PSY 212, REL 101, SOC 101, SPA 101, SPA 102.

*MAT 155 and CHM 105 may not transfer to a four year college. Please consult your advisor.
**AHS 104 and HSS 101 do not transfer.

ASSOCIATE IN SCIENCE
LICENSED PRACTICAL NURSING PREPARATORY PROGRAM
60 SEMESTER HOURS

The Associate in Science - Licensed Practical Nursing Preparatory Program prepares students to enter the Licensed Practical Nursing Program at OCtech or four year institutions. This degree assists students in preparing for careers in the nursing profession and strengthens the academic skills of students seeking admission to the nursing program. Students earn general education credits in preparation for admission to the nursing program or can transfer these credits to a four year institution of their choice.

Note: Completion of the degree alone does not guarantee admission to the Licensed Practical Nursing Program at OCtech. Students who complete the Associate in Science Degree with a cumulative GPA of 2.5 or better will receive "preferred status" for program admission.

ASSOCIATE IN SCIENCE

CORE CURRICULUM 38 HOURS

Communications:
ENG 101 , ENG 102, SPC 205

Humanities/Fine Arts:
Literature: 3 credit hours must be selected from the following: ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 236

History: 6 credit hours must be selected from the following: HIS 101, HIS 102

Natural Sciences/Math:

Mathematics: 3 credit hours must be selected from the following: MAT 110, MAT 111, MAT 120, MAT 130, MAT 140, MAT 141, MAT 155

Science (science courses must be taken in sequence):
BIO 210, BIO 211

Social/Behavioral Sciences: 6 credit hours must be selected from the following: PSY 201, PSY 203

Computer Technology:
Must select one of the following (preferred course depends upon transfer destination):
CPT 101, CPT 170

COURSE Requirements 16 HOURS
Must be selected from the following. Courses should not be used to fulfill the general education requirements.
AHS 104, AHS 119, AHS 180,BIO 101, BIO 102, BIO 225, BIO 240, CHM 105, CHM 110, CHM 111, CHM 211, CHM 212, COL101, COL 103, MAT 101, MAT 102,MAT 110, MAT 120, MAT 130, MAT 140, MAT 141, PHY 221, PHY 222

Electives 6 HOURS
AHS 155, ART 101, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 236, HSS 101, HIS 201, HIS 202, MAT 110, MAT 111, MAT 120, MAT 130, MAT 140, MAT 141, MUS 105, PHI 101, PHY 221, PHY 222, PSC 201, REL 101, PSY 212, SOC 101, SPA 101, SPA 102

TOTAL COURSE OF STUDY 60 HOURS

It is recommended that students consult with the expected transfer university/college to determine the appropriate major and elective courses. Course substitutions may be made upon approval of Program Coordinator.

ASSOCIATE IN SCIENCE
LICENSED PRACTICAL NURSING PREPARATORY PROGRAM
SEMESTER CURRICULUM MODEL

FALL I	Class	Lab	Credit
ENG101 English Composition I	3.0	0.0	3.0
PSY 201 General Psychology	3.0	0.0	3.0
BIO 210 Anatomy & Physiology I	3.0	3.0	4.0
HIS 101 Western Civilization to 1689	3.0	0.0	3.0
*MAT 155 Contemporary Mathematics	3.0	0.0	3.0
	15.0	3.0	16.0
SPRING I			
ENG102 English Composition II	3.0	0.0	3.0
BIO 211 Anatomy & Physiology II	3.0	3.0	4.0
PSY 203 Human Growth & Development	3.0	0.0	3.0
HIS 102 Western Civilization Post 1689	3.0	0.0	3.0
English Literature Elective	3.0	0.0	3.0
	15.0	3.0	16.0
FALL II			
ART 101 Art History & Appreciation	3.0	0.0	3.0
*CHM 105 General, Organic & Biochemistry	3.0	3.0	4.0
CPT 101 Introduction to Computers	3.0	0.0	3.0
BIO 225 Microbiology	3.0	3.0	4.0
	12.0	6.0	14.0
SPRING II			
SPC 205 Public Speaking	3.0	0.0	3.0
BIO 240 Nutrition	3.0	0.0	3.0
Elective	3.0	0.0	3.0
Math or Science Elective	3.0	0.0	3.0
Elective	3.0	0.0	3.0
	12.0	0.0	15.0

Electives must be chosen from the following:
AHS 155, BIO 101, BIO 102, CHM 110, CHM 111, COL 103, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 236, HIS 201, HIS 202, **HSS 101, MAT 110, MAT 111, MAT 120, MAT 130, MAT 140, MAT 141, MUS 105, PHI 101, PHY 221, PHY 222, PSC 201, PSY 212, REL 101, SOC 101, SPA 101, SPA 102.

*MAT 155 and CHM 105 may not transfer to a four year college. Please consult your advisor.
**AHS 104 and HSS 101 do not transfer.

ASSOCIATE IN SCIENCE
MEDICAL ASSISTING PREPARATORY PROGRAM
60 SEMESTER HOURS

The Associate in Science – Medical Assisting Preparatory Program prepares students to enter the Medical Assisting Program at OCtech or four year institutions. This degree assists students in preparing for careers in the allied health profession and strengthens the academic skills of students seeking admission to the Medical Assisting Program. Students earn general education credits in preparation for admission to the Medical Assisting Program or can transfer these credits to a four year institution of their choice.

Note: Completion of the degree alone does not guarantee admission to the Medical Assisting Program at OCtech. Students who complete the Associate in Science Degree with a cumulative GPA of 2.5 or better will receive "preferred status" for program admission.

ASSOCIATE IN SCIENCE

CORE CURRICULUM 38 HOURS

Communications:
ENG 101 , ENG 102 , ENG 155

Humanities/Fine Arts:
Literature: 3 credit hours must be selected from the following: ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 236

History: 6 credit hours must be selected from the following: HIS 101, HIS 102

Natural Sciences/Math:
Mathematics: 3 credit hours must be selected from the following: MAT 110, MAT 111, MAT 120, MAT 130, MAT 140, MAT 141, MAT 155

Science (science courses must be taken in sequence):
BIO 210, BIO 211

Social/Behavioral Sciences: 6 credit hours must be selected from the following: PSY 201, PSY 203

Computer Technology:
Must select one of the following (preferred course depends upon transfer destination):
CPT 101, CPT 170

COURSE Requirements 16 HOURS
Must be selected from the following. Courses should not be used to fulfill the general education requirements.
AHS 104, AHS 119, AHS 180, BIO 101, BIO 102, BIO 225, BIO 240, CHM 105, CHM 110, CHM 111, CHM 211, CHM 212, COL101, COL 103, MAT 101, MAT 102, MAT 110, MAT 120, MAT 130, MAT 140, MAT 141, PHY 221, PHY 222

Electives 6 HOURS
AHS 155, ART 101, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 236, HSS 101, HIS 201, HIS 202, MAT 110, MAT 111, MAT 120, MAT 130, MAT 140, MAT 141, MUS 105, PHI 101, PHY 221, PHY 222, PSC 201, REL 101, PSY 212, SOC 101, SPA 101, SPA 102

TOTAL COURSE OF STUDY 60 HOURS

It is recommended that students consult with the expected transfer university/college to determine the appropriate major and elective courses. Course substitutions may be made upon approval of Program Coordinator.

ASSOCIATE IN SCIENCE
MEDICAL ASSISTING PREPARATORY PROGRAM
SEMESTER CURRICULUM MODEL

FALL I	Class	Lab	Credit
ENG 155 Communications I	3.0	0.0	3.0
PSY 201 General Psychology	3.0	0.0	3.0
BIO 210 Anatomy & Physiology I	3.0	3.0	4.0
HIS 101 Western Civilization to 1689	3.0	0.0	3.0
*MAT 155 Contemporary Mathematics	3.0	0.0	3.0
	15.0	3.0	16.0
SPRING I			
ENG101 English Composition I	3.0	0.0	3.0
BIO 211 Anatomy & Physiology II	3.0	3.0	4.0
PSY 203 Human Growth & Development	3.0	0.0	3.0
HIS 102 Western Civilization Post 1689	3.0	0.0	3.0
English Literature Elective	3.0	0.0	3.0
	15.0	3.0	16.0
FALL II			
ART 101 Art History & Appreciation	3.0	0.0	3.0
*CHM 105 General, Organic & Biochemistry	3.0	3.0	4.0
CPT 101 Introduction to Computers	3.0	0.0	3.0
BIO 225 Microbiology	3.0	3.0	4.0
	12.0	6.0	14.0
SPRING II			
ENG 102 English Composition II	3.0	0.0	3.0
BIO 240 Nutrition	3.0	0.0	3.0
Math or Science Elective	3.0	0.0	3.0
Elective	3.0	0.0	3.0
Elective	3.0	0.0	3.0
	15.0	0.0	15.0

Electives must be chosen from the following:
AHS 155, BIO 101, BIO 102, CHM 110, CHM 111, COL 103, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 236, HIS 201, HIS 202, **HSS 101, MAT 110, MAT 111, MAT 120, MAT 130, MAT 140, MAT 141, MUS 105, PHI 101, PHY 221, PHY 222, PSC 201, PSY 212, REL 101, SOC 101, SPA 101, SPA 102.

*MAT 155 and CHM 105 may not transfer to a four year college. Please consult your advisor.
**AHS 104 and HSS 101 do not transfer.

ASSOCIATE IN SCIENCE
RADIOLOGIC TECHNOLOGY PREPARATORY PROGRAM
61 SEMESTER HOURS

The Associate in Science – Radiologic Technology Preparatory Program prepares students to enter the Associate Degree in Radiologic Technology Program at OCtech, four year institutions, or medical schools. This degree assists students in preparing for careers in the allied health professions and strengthens the academic skills of students seeking admission to the Radiologic Technology Program. Students earn general education credits in preparation for admission to the Radiologic Technology Program or can transfer these credits to a four year institution of their choice.

Note: Completion of the degree alone does not guarantee admission to the Radiologic Technology Program at OCtech. Students who complete the Associate in Science Degree with a cumulative GPA of 2.5 or better will receive "preferred status" for program admission.

ASSOCIATE IN SCIENCE

CORE CURRICULUM **38 HOURS**

Communications:
ENG 101, ENG 102, SPC 205

Humanities/Fine Arts:
Literature: 3 credit hours must be selected from the following: ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 236

History: 6 credit hours must be selected from the following: HIS 101, HIS 102

Natural Sciences/Math:

Mathematics: 3 credit hours must be selected from the following: MAT 102, MAT 110, MAT 111, MAT 120, MAT 130, MAT 140, MAT 141

Science (science courses must be taken in sequence):
BIO 210, BIO 211

Social/Behavioral Sciences: 6 credit hours must be selected from the following: PSY 201, PSY 203

Computer Technology:
Must select one of the following (preferred course depends upon transfer destination):
CPT 101, CPT 170

COURSE Requirements **17 HOURS**
Must be selected from the following. Courses should not be used to fulfill the general education requirements.
AHS 104, AHS 119, AHS 180, BIO 101, BIO 102, BIO 225, BIO 240, CHM 105, CHM 110, CHM 111, CHM 211, CHM 212, COL101, COL 103, MAT 101, MAT 102, MAT 110, MAT 120, MAT 130, MAT 140, MAT 141, PHY 221, PHY 222

Electives **6 HOURS**
AHS 155, ART 101, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 236, HSS 101, HIS 201, HIS 202, MAT 110, MAT 111, MAT 120, MAT 130, MAT 140, MAT 141, MUS 105, PHI 101, PHY 221, PHY 222, PSC 201, REL 101, PSY 212, SOC 101, SPA 101, SPA 102

TOTAL COURSE OF STUDY **61 HOURS**

It is recommended that students consult with the expected transfer university/college to determine the appropriate major and elective courses. Course substitutions may be made upon approval of Program Coordinator.

ASSOCIATE IN SCIENCE
RADIOLOGIC TECHNOLOGY PREPARATORY PROGRAM
SEMESTER CURRICULUM MODEL

FALL I	Class	Lab	Credit
ENG101 English Composition I	3.0	0.0	3.0
PSY 201 General Psychology	3.0	0.0	3.0
BIO 210 Anatomy & Physiology I	3.0	3.0	4.0
HIS 101 Western Civilization to 1689	3.0	0.0	3.0
MAT 102 Intermediate Algebra	3.0	0.0	3.0
	15.0	3.0	16.0
SPRING I			
ENG102 English Composition II	3.0	0.0	3.0
BIO 211 Anatomy & Physiology II	3.0	3.0	4.0
PSY 203 Human Growth & Development	3.0	0.0	3.0
HIS 102 Western Civilization Post 1689	3.0	0.0	3.0
English Literature Elective	3.0	0.0	3.0
	15.0	3.0	16.0
FALL II			
ART 101 Art History & Appreciation	3.0	0.0	3.0
*CHM 105 General, Organic & Biochemistry	3.0	3.0	4.0
CPT 101 Introduction to Computers	3.0	0.0	3.0
BIO 225 Microbiology	3.0	3.0	4.0
	12.0	6.0	14.0
SPRING II			
SPC 205 Public Speaking	3.0	0.0	3.0
BIO 240 Nutrition	3.0	0.0	3.0
Elective	3.0	0.0	3.0
Math or Science Elective	3.0	0.0	3.0
Elective	3.0	0.0	3.0
	15.0	0.0	15.0

Electives must be chosen from the following:
AHS 155, BIO 101, BIO 102, CHM 110, CHM 111, COL 103, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 236, HIS 201, HIS 202, **HSS 101, MAT 110, MAT 111, MAT 120, MAT 130, MAT 140, MAT 141, MUS 105, PHI 101, PHY 221, PHY 222, PSC 201, PSY 212, REL 101, SOC 101, SPA 101, SPA 102.

*MAT 155 and CHM 105 may not transfer to a four year college. Please consult your advisor.
**AHS 104 and HSS 101 do not transfer.

ASSOCIATE IN SCIENCE
RESPIRATORY CARE PREPARATORY PROGRAM
60 SEMESTER HOURS

The Associate in Science – Respiratory Care Preparatory Program prepares students to enter the Associate Degree in Respiratory Care Program at OCtech or four year institutions. This degree assists students in preparing for careers in the allied health profession and strengthens the academic skills of students seeking admission to the Respiratory Care Program. Students earn general education credits in preparation for admission to the Respiratory Care Program or can transfer these credits to a four year institution of their choice.

Note: Completion of the degree alone does not guarantee admission to the Respiratory Care Program at OCtech. Students who complete the Associate in Science Degree with a cumulative GPA of 2.5 or better will receive "preferred status" for program admission.

ASSOCIATE IN SCIENCE

CORE CURRICULUM 38 HOURS

Communications:
ENG 101 , ENG 102, SPC 205

Humanities/Fine Arts:
Literature: 3 credit hours must be selected from the following: ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 236

History: 6 credit hours must be selected from the following: HIS 101, HIS 102

Natural Sciences/Math:

Mathematics: 3 credit hours must be selected from the following: MAT 101, MAT 110, MAT 111, MAT 120, MAT 130, MAT 140, MAT 141

Science (science courses must be taken in sequence):
BIO 210, BIO 211

Social/Behavioral Sciences: 6 credit hours must be selected from the following: PSY 201, PSY 203

Computer Technology:
Must select one of the following (preferred course depends upon transfer destination):
CPT 101, CPT 170

COURSE Requirements 16 HOURS
Must be selected from the following. Courses should not be used to fulfill the general education requirements.
AHS 104, AHS 119, AHS 180,BIO 101, BIO 102, BIO 225, BIO 240, CHM 105, CHM 110, CHM 111, CHM 211, CHM 212, COL101, COL 103, MAT 101, MAT 102,MAT 110, MAT 120, MAT 130, MAT 140, MAT 141, PHY 221, PHY 222

Electives 6 HOURS
AHS 155, ART 101, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 236, HSS 101, HIS 201, HIS 202, MAT 110, MAT 111, MAT 120, MAT 130, MAT 140, MAT 141, MUS 105, PHI 101, PHY 221, PHY 222, PSC 201, REL 101, PSY 212, SOC 101, SPA 101, SPA 102

TOTAL COURSE OF STUDY 60 HOURS

It is recommended that students consult with the expected transfer university/college to determine the appropriate major and elective courses. Course substitutions may be made upon approval of Program Coordinator.

ASSOCIATE IN SCIENCE
RESPIRATORY CARE PREPARATORY PROGRAM
SEMESTER CURRICULUM MODEL

FALL I	Class	Lab	Credit
ENG101 English Composition I	3.0	0.0	3.0
PSY 201 General Psychology	3.0	0.0	3.0
BIO 210 Anatomy & Physiology I	3.0	3.0	4.0
HIS 101 Western Civilization to 1689	3.0	0.0	3.0
MAT 101 Beginning Algebra	3.0	0.0	3.0
	15.0	3.0	16.0
SPRING I			
ENG102 English Composition II	3.0	0.0	3.0
BIO 211 Anatomy & Physiology II	3.0	3.0	4.0
PSY 203 Human Growth & Development	3.0	0.0	3.0
HIS 102 Western Civilization Post 1689	3.0	0.0	3.0
English Literature Elective	3.0	0.0	3.0
	15.0	3.0	16.0
FALL II			
ART 101 Art History & Appreciation	3.0	0.0	3.0
*CHM 105 General, Organic & Biochemistry	3.0	3.0	4.0
CPT 101 Introduction to Computers	3.0	0.0	3.0
BIO 225 Microbiology	3.0	3.0	4.0
	12.0	6.0	14.0
SPRING II			
SPC 205 Public Speaking	3.0	0.0	3.0
BIO 240 Nutrition	3.0	0.0	3.0
Elective	3.0	0.0	3.0
Math or Science Elective	3.0	0.0	3.0
Elective	3.0	0.0	3.0
	15.0	0.0	15.0

Electives must be chosen from the following:
AHS 155, BIO 101, BIO 102, CHM 110, CHM 111, COL 103, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 236, HIS 201, HIS 202, **HSS 101, MAT 110, MAT 111, MAT 120, MAT 130, MAT 140, MAT 141, MUS 105, PHI 101, PHY 221, PHY 222, PSC 201, PSY 212, REL 101, SOC 101, SPA 101, SPA 102.

*MAT 155 and CHM 105 may not transfer to a four year college. Please consult your advisor.
**AHS 104 and HSS 101 do not transfer.


2014-2015
COLLEGE CATALOG
BUSINESS
ORANGEBURG-CALHOUN TECHNICAL COLLEGE

ASSOCIATE DEGREE IN APPLIED SCIENCE
ACCOUNTING
69 SEMESTER HOURS

Whether you live in a big city or a small town, there more than likely is an accounting firm in the neighborhood. In fact, there are probably several. Accountants do much more than just prepare taxes. Local businesses often rely on them for everything from bookkeeping to helping plan growth strategies. Corporate scandals and the recent financial crisis have led to stricter accounting standards and the need for more accounting services.

The Department of Labor estimates employment of accountants will grow by 22 percent between 2008 and 2018. The Accounting curriculum provides students with the knowledge and skills required to move into this growing field.

Career opportunities for accounting graduates include:
- Payroll clerk
- Accounts receivable/payable clerk
- Bookkeeper
- Paraprofessional accountant
- Tax Preparer

Students who complete an Associate in Applied Science with a major in Accounting can receive semester transfer credit hours of course work toward a Bachelor of Science Degree in Business Administration with a concentration in Accounting at Claflin University. Students planning to continue their studies at a four-year institution after completing this program will work with their advisors concerning transferability of credits.

The Accounting Program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

CORE CURRICULUM 15 HOURS
Communications:
*ENG 101 or ENG 155, ENG 165
Humanities/Fine Arts (Choose one):
*ART 101, *ENG 201, *ENG 202, *ENG 205, *ENG 206, *ENG 208, *ENG 209, ENG 236, *HIS 101, *HIS 102, HIS 115, *HIS 201, *HIS 202, HSS 101, *MUS 105, *PHI 101, *PHI 110, REL 101, REL 102
Social/Behavioral Sciences (Choose one):
ECO 201, ECO 207 *ECO 210, or *ECO 211
Natural Sciences/Math:
MAT 101 or *MAT 110
MAJOR REQUIREMENTS 51 HOURS
ACC 101, ACC 102, ACC 124, ACC 150, ACC 201, ACC 202, ACC 240, ACC 275, BAF 101, BUS 101, BUS 140, BUS 220, CPT 170, CPT 174, LEG 122, MGT 101, MGT 270
Directed Elective: 3 HOURS
ACC 230, ACC 265, BUS 176, BUS 240, COL 103, CPT 172, ECO 207, ECO 210*, ECO 211*, LEG 121, MGT 110, MGT 150, MGT 201, MGT 240, MKT 101, MKT 135

TOTAL COURSE OF STUDY 69 HOURS

*Recommended choices for students who expect to continue their education at a four-year institution.

ASSOCIATE DEGREE IN APPLIED SCIENCE
ACCOUNTING
SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL I				
ACC 101	Accounting Principles I	3.0	0.0	3.0
ENG 155	Communications I (ENG 101 transfer)	3.0	0.0	3.0
BUS 140	Business Mathematics	3.0	0.0	3.0
MGT 101	Principles of Management	3.0	0.0	3.0
CPT 170	Microcomputer Applications	3.0	0.0	3.0
		15.0	0.0	15.0
SPRING I				
ACC 102	Accounting Principles II	3.0	0.0	3.0
ACC 124	Individual Tax Procedures	3.0	0.0	3.0
BUS 101	Introduction to Business **or**			
BUS 175	International Business	3.0	0.0	3.0
BAF 101	Personal Finance	3.0	0.0	3.0
CPT 174	Microcomputer Spreadsheets	3.0	0.0	3.0
		15.0	0.0	15.0
SUMMER				
ECO 201	Economic Concepts **or**			
ECO 207	International Economics	3.0	0.0	3.0
LEG 122	Business Law II	3.0	0.0	3.0
MAT 101	Beginning Algebra (MAT 110 transfer)	3.0	0.0	3.0
ENG 165	Professional Communications	3.0	0.0	3.0
		12.0	0.0	12.0
FALL II				
ACC 201	Intermediate Accounting I	3.0	0.0	3.0
ACC 150	Payroll Accounting	3.0	0.0	3.0
ACC 240	Computerized Accounting	3.0	0.0	3.0
MGT 270	Managerial Communications	3.0	0.0	3.0
BUS 220	Business Ethics	3.0	0.0	3.0
		15.0	0.0	15.0
SPRING II				
ACC 202	Intermediate Accounting II	3.0	0.0	3.0
ACC 275	Special Topics in Accounting	3.0	0.0	3.0
HSS 101	Introduction to Humanities	3.0	0.0	3.0
***	Directed Elective*	3.0	0.0	3.0
		12.0	0.0	12.0

Minimum grade of "C" required in all courses.

ASSOCIATE DEGREE IN APPLIED SCIENCE
GENERAL BUSINESS
69 SEMESTER HOURS

In today's highly competitive job market, an education that prepares students for work is more important than ever. The General Business curriculum is designed to be relevant to today's working world. Students are prepared to fill entry-level managerial positions in industry, restaurants, retail stores and service companies.

The General Business program prepares students in the functional areas of a business by incorporating techniques in planning, organizing, leading and controlling. If you choose to work for a business or start a business, the skills acquired in the General Business program will prepare you for success in a rapidly changing business environment. There is no limit to opportunities available to graduates with the right mix of leadership, organizational and teambuilding skills.

In the General Business program, you will:

- explore fundamental business principles.
- learn to apply problem-solving strategies to real-life scenarios.
- discuss the effects of culture and ethics in current global and domestic business environments.
- analyze the strengths, weaknesses, opportunities and threats faced by companies today.
- examine the economic relationships between supply and demand for various market forms.
- study the relationship between marketing and sales.
- implement basic financial planning techniques.

Individuals who want to continue their studies will also find options to transfer their credits to a four-year university, either through the general transfer curriculum or through agreements with other schools.

CORE CURRICULUM 15 HOURS
Communications:
*ENG 101 or ENG 155, ENG 165
Humanities (Choose one):
*ART 101, *ENG 201, *ENG 202, *ENG 205, *ENG 206, *ENG 208, *ENG 209, ENG 236, *HIS 101, *HIS 102, HIS 115, *HIS 201, *HIS 202, HSS 101, *MUS 105, *PHI 101, *PHI 110, REL 101, REL 102
Social/Behavioral Sciences (Choose one):
ECO 201, *ECO 210, or *ECO 211
Natural Sciences/Math:
MAT 101
MAJOR REQUIREMENTS 48 HOURS
ACC 101, BAF 101, BUS 101, BUS 110, BUS 140, BUS 268, CPT 170, CPT 174, LEG 122, LOG 215 MGT 101, MGT 201, MGT 240, MGT 270, MKT 101, MKT 135
ACCOUNTING OPTION: 3 HOURS
ACC 102, ACC 124, ACC 150, ACC 240
DIRECTED ELECTIVE: 3 HOURS
ACC 102, ACC 124, ACC150, ACC 230, ACC 240, ACC 265, BUS 220, BUS 240, CPT 172, ECO 210*, ECO 211*, IST 225, LEG 135, MGT 110, MGT 150, COL 103

TOTAL COURSE OF STUDY 69 HOURS

*Recommended choices for students who expect to continue their education at a four-year institution.

The General Business program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

ASSOCIATE DEGREE IN APPLIED SCIENCE
GENERAL BUSINESS
SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL I				
BUS 101	Introduction to Business **or**			
BUS 175	International Business	3.0	0.0	3.0
BUS 140	Business Mathematics	3.0	0.0	3.0
CPT 170	Microcomputer Applications	3.0	0.0	3.0
ENG 155	Communications I (ENG 101 transfer)	3.0	0.0	3.0
MGT 101	Principles of Management	3.0	0.0	3.0
		15.0	0.0	15.0
SPRING I				
ACC 101	Accounting Principles I	3.0	0.0	3.0
BAF 101	Personal Finance	3.0	0.0	3.0
LEG 122	Business Law II	3.0	0.0	3.0
CPT 174	Microcomputer Spreadsheets	3.0	0.0	3.0
MKT 101	Marketing **or**			
BUS 176	International Marketing	3.0	0.0	3.0
		15.0	0.0	15.0
SUMMER				
ECO 201	Economic Concepts (Transfer ECO 210 or 211) **or**			
ECO 207	International Economics	3.0	0.0	3.0
ENG 165	Professional Communications	3.0	0.0	3.0
MAT 101	Beginning Algebra	3.0	0.0	3.0
		9.0	0.0	9.0
FALL II				
***	ACC Option	3.0	0.0	3.0
HSS 101	Introduction to Humanities	3.0	0.0	3.0
MGT 270	Managerial Communications	3.0	0.0	3.0
LOG 215	Supply Chain Management	3.0	0.0	3.0
***	Directed Elective	3.0	0.0	3.0
		15.0	0.0	15.0
SPRING II				
BUS 110	Entrepreneurship (OR BUS 115, BUS 116, & BUS 120)	3.0	0.0	3.0
BUS 268	Special Projects in Business	2.0	3.0	3.0
MGT 201	Human Resource Management	3.0	0.0	3.0
MGT 240	Management Decision Making	3.0	0.0	3.0
MKT 135	Customer Service Techniques	3.0	0.0	3.0
		14.0	3.0	15.0

Minimum grade of "C" required in all courses.

ASSOCIATE DEGREE IN APPLIED SCIENCE
ADMINISTRATIVE OFFICE TECHNOLOGY
66 SEMESTER HOURS

The new role of administrative assistant is more than filing and answering the telephone. Administrative assistants are also in charge of maintaining the office's efficiency by organizing meetings, tracking paper and electronic files, preparing research reports, and overseeing budgets. Planning and managerial skills are essential for today's administrative assistant.

The Administrative Office Technology program prepares the student to meet the challenges presented in all levels of advanced organizations. Employers are seeking out assistants with high potential and critical thinking abilities. Employment is available in most industries, as well as online as a virtual assistant.

Skills essential in any office setting are part of the program:

- Written and verbal communication skills
- Software applications, such as word processing, spreadsheets, presentations, desktop publishing and data base management
- Customer relationship management
- Document preparation
- Information processing and reporting

Students planning to continue their studies at a four-year institution after completing this program will work with their advisors concerning transferability of credits.

CORE CURRICULUM 15 HOURS
Communications/Fine Arts:
*ENG 101 or ENG 155, ENG 165

Humanities (Choose one):
*ART 101, *ENG 201, *ENG 202, *ENG 205, *ENG 206, *ENG 208, *ENG 209, *ENG 236, *HIS 101, *HIS 102, *HIS 115, *HIS 201, *HIS 202, HSS 101, *MUS 105, *PHI 101, *PHI 110, *REL 101, *REL 102

Social/Behavioral Sciences (Choose one):
ECO 201, ECO 207 *ECO 210, *ECO 211, PSY 103, *PSY 201, *SOC 101

Natural Sciences/Math:
*MAT 110 or MAT 155

MAJOR REQUIREMENTS 48 HOURS
ACC 111 or*ACC 101, BUS 101, BUS 140, COL 107, CPT 119, *CPT 170, CPT 172, CPT 174, CPT 179, CPT 295 or IST 225, MGT 101 or MGT 150, MGT 110, MGT 270, MGT 290, MKT 135, LOG 110

DIRECTIVE ELECTIVE 3 HOURS
ACC 102, ACC 150, ACC 240, BUS 220, COL 103, LEG 122, MGT 201, MGT 240, SPA 101

TOTAL COURSE OF STUDY 66 HOURS

The Administrative Office Technology program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

ASSOCIATE DEGREE IN APPLIED SCIENCE
ADMINISTRATIVE OFFICE TECHNOLOGY
SEMESTER CURRICULUM MODEL

FALL I				
COL 107	Computer Literacy	3.0	0.0	3.0
CPT 170	Microcomputer Applications	3.0	0.0	3.0
BUS 101	Introduction to Business	3.0	0.0	3.0
BUS 140	Business Mathematics	3.0	0.0	3.0
ENG 155	Communications I	3.0	0.0	3.0
		15.0	0.0	15.0
SPRING I				
ACC 111	Accounting Concepts **or**			
ACC 101	Accounting Principles I (Transfer)	3.0	0.0	3.0
CPT 119	Computing and Online Learning Fund	3.0	0.0	3.0
MAT 155	Contemporary Mathematics	3.0	0.0	3.0
ENG 165	Professional Communication	3.0	0.0	3.0
MGT 150	Fundamentals of Supervision **or**			
MGT 101	Principles of Management	3.0	0.0	3.0
		15.0	0.0	15.0
SUMMER				
MGT 110	Office Management	3.0	0.0	3.0
CPT 172	Microcomputer Databases	3.0	0.0	3.0
CPT 174	Microcomputer Spreadsheets	3.0	0.0	3.0
CPT 179	Microcomputer Word Processing	3.0	0.0	3.0
		12.0	0.0	12.0
FALL II				
LOG 110	Introduction to Logistics	3.0	0.0	3.0
HSS 101	Introduction to Humanities	3.0	0.0	3.0
MGT 270	Managerial Communications	3.0	0.0	3.0
	Directed Elective	3.0	0.0	3.0
		12.0	0.0	12.0
SPRING II				
MGT 290	SCWE in Management (Graduating Term Only)	1.0	6.0	3.0
ECO 201	Economic Concepts **or**			
ECO 207	International Economics **or**			
ECO 210	Macroeconomics (Transfer) **or**			
ECO 211	Microeconomics (Transfer)	3.0	0.0	3.0
CPT 295	Desktop Publishing Applications **or**			
IST 225	Internet Communications	3.0	0.0	3.0
MKT 135	Customer Service Techniques	3.0	0.0	3.0
		10.0	6.0	12.0

A minimum grade of "C" is required in all courses.

DIPLOMA IN APPLIED SCIENCE
ADMINISTRATIVE SUPPORT
42 SEMESTER HOURS

The Administrative Support curriculum prepares students for entry-level administrative positions in the office environment.

Students in this program will acquire skills in:
- Keyboarding
- Computer applications
- Accounting
- Office systems and procedures
- Written and oral communications
- Team interaction

Graduates possessing these skills should have the best opportunities for employment in virtually every kind of industry.

CORE CURRICULUM 9 HOURS
Communications:
*ENG 101 or ENG 155, ENG 165
Natural Sciences/Math:
*MAT 110 or MAT 155
MAJOR REQUIREMENTS 33 HOURS
ACC 111 or* ACC 101, BUS 101, BUS 140, COL 107, CPT 119, CPT 170, CPT 172, CPT 174, CPT 179, MGT 110, MKT 135

TOTAL COURSE OF STUDY 42 HOURS

*Recommended choices for students who expect to continue their education at a four-year institution.

Administrative Support courses can be applied to the Associate Degree in Administrative Office Technology.

SEMESTER CURRICULUM MODEL

FALL I		Class	Lab	Credit
COL 107	Computer Literacy	3.0	0.0	3.0
CPT 170	Microcomputer Applications	3.0	0.0	3.0
BUS 101	Introduction to Business	3.0	0.0	3.0
BUS 140	Business Mathematics	3.0	0.0	3.0
ENG 155	Communications I	3.0	0.0	3.0
		5.0	0.0	15.0
Spring I				
ACC 111	Accounting Concepts or	3.0	0.0	3.0
ACC 101	Accounting Principles I (Transfer)			
CPT 119	Computing and Online Learning Fund	3.0	0.0	3.0
MAT 155	Contemporary Mathematics	3.0	0.0	3.0
ENG 165	Professional Communication	3.0	0.0	3.0
MKT 135	Customer Service Techniques	3.0	0.0	3.0
		15.0	0.0	15.0
Summer				
MGT 110	Office Management	3.0	0.0	3.0
CPT 172	Microcomputer Databases	3.0	0.0	3.0
CPT 174	Microcomputer Spreadsheets	3.0	0.0	3.0
CPT 179	Microcomputer Word Processing	3.0	0.0	3.0
		12.0	0.0	12.0

A minimum grade of "C" is required in all courses.

BASIC ACCOUNTING CERTIFICATE
27 SEMESTER HOURS

For students who do not have the time to complete an Associate Degree in Accounting, the Certificate in Basic Accounting may be a better fit. The certificate program offers nine courses in basic accounting for entry-level employees and job seekers. Upon completing this certificate, students will:

- understand the role of accounting to overall business operations.
- learn individual income tax procedures.
- study payroll laws.
- work with computerized accounting systems.

All courses in the Basic Accounting Certificate can be applied to the Associate Degree in Accounting.

BASIC ACCOUNTING CERTIFICATE
SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL				
ACC 101	Accounting Principles I	3.0	0.0	3.0
BUS 140	Business Mathematics	3.0	0.0	3.0
CPT 170	Microcomputer Applications	3.0	0.0	3.0
		9.0	0.0	9.0
SPRING				
ACC 102	Accounting Principles II	3.0	0.0	3.0
ACC 124	Individual Tax Procedures	3.0	0.0	3.0
CPT 174	Microcomputer Spreadsheets	3.0	0.0	3.0
		9.0	0.0	9.0
SUMMER				
ACC 150	Payroll Accounting	3.0	0.0	3.0
ACC 240	Computerized Accounting	3.0	0.0	3.0
BAF 101	Personal Finance	3.0	0.0	3.0
		9.0	0.0	9.0

Minimum grade of "C" required in all courses.

ENTREPRENEURSHIP CERTIFICATE
30 SEMESTER HOURS

According to the U.S. Census Bureau, about three quarters of all U.S. businesses are self-employed persons operating unincorporated businesses, and may or may not be the owner's principal source of income. Sole proprietorships and small business also represent an entry point into the economy for new groups. Women, for instance, participate heavily in small businesses.

A particular strength of small businesses is their ability to respond quickly to changing economic conditions, but many small businesses fail. The Entrepreneurship certificate is designed to give students the basic business concepts necessary to start and operate their own small business. Students will study management essentials and additional coursework in marketing, human resource management, accounting, and finance. All of the courses may be applied to the Associate Degree in General Business.

Upon successful completion of this program, students should be able to:
- write a business plan.
- use business terms and tactics within the small business environment.
- develop a marketing plan.
- analyze and resolve problems involving finance.
- understand personal qualities needed to function effectively with individuals in supervision, evaluation and control.
- understand current legal issues involved in starting and operating a business.
- develop effective communication to administer policy both internally and externally.

Entrepreneurship classes are suitable for anyone who has acquired other skills and wants to leverage them by starting a new venture. Plumbers, electricians, carpenters, computer programmers and truck drivers are just a few examples of professionals who can take a skill and turn it into a small business.

ENTREPRENEURSHIP CERTIFICATE
30 SEMESTER HOURS

SEMESTER CURRICULUM MODEL

FALL		**Class**	**Lab**	**Credit**
ACC 101	Accounting Principles I	3.0	0.0	3.0
BUS 115	Introduction to Entrepreneurship (prereq. CPT 101, CPT 170 or computer experience)	3.0	0.0	3.0
BUS 116	Opportunity Analysis (prereq. BUS 115)	3.0	0.0	3.0
BUS 140	Business Mathematics	3.0	0.0	3.0
MKT 101	Marketing	3.0	0.0	3.0
		15.0	0.0	15.0
SPRING				
ACC 240	Computerized Accounting	3.0	0.0	3.0
BUS 120	Business Plan (prereq. BUS 115, BUS 116 and BUS 140)	3.0	0.0	3.0
LEG 121	Business Law I	3.0	0.0	3.0
MGT 150	Fundamentals of Supervision	3.0	0.0	3.0
MKT 135	Customer Service	3.0	0.0	3.0
		15.0	0.0	15.0

Minimum grade of "C" required in all courses.

ADDITIONAL SUGGESTED COURSES
Students may choose to take additional courses based on the specific skills needed to develop, grow, and sustain their business concept. *These courses are not required.*

ACC 150	Payroll Accounting	3.0
BUS 101	Introduction to Business	3.0
BUS 220	Business Ethics	3.0
MGT 201	Human Resource Management	3.0
MGT 240	Management Decision Making	3.0
MGT 270	Managerial Communications	3.0
MKT 265	Retail Strategies and Applications	3.0

ENTREPRENEURSHIP BUSINESS PLAN CERTIFICATE
18 SEMESTER HOURS

This program is designed to develop and produce entrepreneurs that can open successful businesses and fuel economic growth at the community level. This Add-on Certificate is designed for the non-business student who wants to leverage acquired skills to start a business. Current students in programs like Automotive Technology, Early Childhood or Nursing, just to name a few, can also take advantage of the courses offered and add this certificate to an existing program.

The business plan certificate program focuses on evaluating an idea for a business and concludes with writing a business plan to start and/or grow a business. In addition to creating a business plan, students will learn accounting principles and computer skills.

All of the courses in this program may be applied to the Associate Degree in General Business.

ENTREPRENEURSHIP BUSINESS PLAN CERTIFICATE
ADD-ON CERTIFICATE
SEMESTER CURRICULUM MODEL

FALL		Class	Lab	Credit
BUS 115	Introduction to Entrepreneurship (prereq. CPT 101, CPT 170 or computer experience)	3.0	0.0	3.0
BUS 116	Opportunity Analysis (prereq. BUS 115)	3.0	0.0	3.0
BUS 140	Business Mathematics	3.0	0.0	3.0
		9.0	0.0	9.0
SPRING				
BUS 120	Business Plan (prereq. BUS 115, BUS 116 and BUS 140)	3.0	0.0	3.0
MKT 135	Customer Service	3.0	0.0	3.0
Directed Elective	ACC 101: Accounting Principles I, ACC 111: Accounting Concepts, CPT 170: Microcomputer Applications, IST 225: Internet Communications **or** MGT 150: Fundamentals of Supervision	3.0	0.0	3.0
		9.0	0.0	9.0

Minimum grade of "C" required in all courses.

LOGISTICS CERTIFICATE
24 SEMESTER HOURS

Logistics involves the integration of information, transportation, inventory, warehousing, material handling, and packaging. Students completing this certificate will be able to supervise warehouse operations, ensure equipment is correctly operated and maintained, and meet customer requirements. They will be able to oversee shipments to multiple customer accounts and ensure shipments are on schedule.

SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL				
CPT 170	Microcomputer Applications	3.0	0.0	3.0
MGT 150	Fundamentals of Supervision **or**			
MGT 101	Principles of Management	3.0	0.0	3.0
LOG 110	Introduction to Logistics	3.0	0.0	3.0
LOG 111	Warehouse and Distribution Center Operations	2.0	3.0	3.0
		11.0	3.0	12.0
SPRING				
CPT 174	Microcomputer Spreadsheets	3.0	0.0	3.0
LOG 113	Material Handling Technology	2.0	3.0	3.0
LOG 235	Traffic Management	3.0	0.0	3.0
***	Directed Elective	2.0	3.0	3.0
		10.0	6.0	12.0

***Directed Elective
LOG 112 Automated Storage and Retrieval Systems or
LOG 114 GPS and GIS Applications in TDL

Minimum grade of "C" required in all courses.


2014-2015
COLLEGE CATALOG
COMPUTER, ENGINEERING
& ADVANCED MANUFACTURING
ORANGEBURG-CALHOUN TECHNICAL COLLEGE

ASSOCIATE DEGREE IN APPLIED SCIENCE
MAJOR IN COMPUTER TECHNOLOGY
72-73 SEMESTER HOURS**

The mission of the Computer Technology program is to fulfill the community's need for a competent workforce and economic growth by providing instruction in programming, information technology and PC support. The program prepares students in the areas of planning, design and implementation of computer programs in many different languages and microcomputer systems hardware, applications and connectivity.

Students opting to concentrate their studies in the Computer Programming area receive instruction in the concepts, principles and techniques of software production with both procedural and object-oriented programming languages such as Visual BASIC, C++, and JAVA. In addition, students are required to take courses in web design that include topics such as HTML, ASP, and JavaScript. Career opportunities in this area include the positions of computer programmer and Internet webmaster.

A concentration on software applications (word processing, spreadsheets, database), local area networks, microcomputer repair and information processing is the focus of the PC Support area. Graduates with this specialization are employed as PC Support Specialists or Help Desk Technicians who provide technical support for hardware and software and provide assistance and advice to computer users. They must also be able to anticipate problems and take preventive action as well as be able to solve problems that occur during operations.

Information Technology and PC Support Specialist degrees are 73 credit hour programs. The Programming degree is a 72 credit hour program.

The area of Information Technology involves the study of local and wide-area networking, network management, and Internet/intranet management. Career opportunities in this area include Internet webmaster and network administrator.

CORE CURRICULUM 15 HOURS
Communications:
*ENG 101, SPC 205
Humanities/Fine Arts (choose one):
ART 101, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 236, HIS 101 HIS 102, HIS 201, HIS 202, HIS 115, MUS 105, PHI 101, PHI 110, REL 101 or REL 102
Social/Behavioral Sciences (choose one):
ECO 201, *ECO 210, *ECO 211
Natural Sciences/Math (choose one):
MAT 101, *MAT 110
CORE REQUIREMENTS 24 HOURS
CPT 104, CPT 170, CPT 236, IST 235, IST 245, IST 252, IST 263, IST 266, IST 267, IST 290
DIRECTED ELECTIVES 33 HOURS
**Directed electives for CPT majors should be chosen from within the same area of concentration.*
PROGRAMMING
CPT 172, CPT 232, CPT 239, IST 226
Choose one: CPT 283, IST 238, or IST 239

PC SUPPORT SPECIALIST
CPT 172, CPT 174, CPT 209, CPT 247, CPT 268, CPT 295, IST 201, IST 202, IST 226

INFORMATION TECHNOLOGY
CPT 209, CPT 247, CPT 268, IST 201, IST 202, IST 260, IST 270, IST 291

TOTAL COURSE OF STUDY 72 or 73 HOURS

*Recommended choices for students who expect to continue their education at a four-year institution. Entry requirements for these courses are more stringent than for some other options; students should consult with their advisors in regard to prerequisites prior to enrolling in these courses.

Minimum grade of "C" required in all courses.

The Computer Technology field calls for the ability to work with abstract concepts and to perform exacting technical analyses; therefore, it is recommended that students entering this program have a strong math background.

OCtech's Computer Technology program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

** Semester hours vary according to the concentration chosen. Student should consult with their advisor.

ASSOCIATE DEGREE IN APPLIED SCIENCE
COMPUTER TECHNOLOGY - INFORMATION TECHNOLOGY
SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL I				
CPT 104	Introduction to Information Technology	3.0	0.0	3.0
CPT 167	Introduction to Programming Logic	3.0	0.0	3.0
ENG 101	English Composition I	3.0	0.0	3.0
CPT 170	Microcomputer Applications	3.0	0.0	3.0
MAT 101	Beginning Algebra	3.0	0.0	3.0
		15.0	0.0	15.0
SPRING I				
CPT 236	Introduction to Java Programming **or**			
	Approved Program Elective	3.0	0.0	3.0
**	Humanities Elective **	3.0	0.0	3.0
ECO 201	Economic Concepts (**or** ECO 210 **or** ECO 211)	3.0	0.0	3.0
IST 245	Local Area Networks **or**			
IST 263	Designing Windows Network Security	3.0	0.0	3.0
SPC 205	Public Speaking	3.0	0.0	3.0
		15.0	0.0	15.0
SUMMER				
	Approved Program Elective	3.0	0.0	3.0
IST 201	CISCO Internetworking Concepts	3.0	0.0	3.0
IST 252	LAN Systems Manager	3.0	0.0	3.0
CPT 247	Unix Operating System	3.0	0.0	3.0
		12.0	0.0	12.0
FALL II				
CPT 209	Computer Systems Management	3.0	0.0	3.0
IST 202	CISCO Router Configuration	3.0	0.0	3.0
IST 270	Client/Server Systems	3.0	0.0	3.0
IST 260	Network Design	3.0	0.0	3.0
EEM 117	AC/DC Circuits I	3.0	3.0	4.0
		15.0	3.0	16.0
SPRING II				
CPT 264	Systems and Procedures	3.0	0.0	3.0
	Approved Program Elective	3.0	0.0	3.0
CPT 268	Computer End User Support	3.0	0.0	3.0
IST 290*	Special Topics in Info Technology	3.0	0.0	3.0
IST 291	Fundamentals of Network Security I	3.0	0.0	3.0
		15.0	0.0	15.0

**(IST 290 is a capstone course and should be taken during the last or next to last semester.)*
Minimum grade of "C" is required in all courses.

******(ART 101, HIS 101, HIS 102, HIS 115, HIS 201, HIS 202, MUS 105, PHI 101, REL 101, REL 102. Also, any ENG LIT course with ENG 102 Prereq.) All Electives must be approved by Computer Technology faculty.

ASSOCIATE DEGREE IN APPLIED SCIENCE
COMPUTER TECHNOLOGY - PC SUPPORT SPECIALIST
SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL I				
CPT 104	Introduction to Information Technology	3.0	0.0	3.0
CPT 167	Introduction to Programming Logic	3.0	0.0	3.0
ENG 101	English Composition I	3.0	0.0	3.0
CPT 170	Microcomputer Applications	3.0	0.0	3.0
MAT 101	Beginning Algebra	3.0	0.0	3.0
		15.0	0.0	15.0
SPRING I				
CPT 236	Introduction to Java Programming **or**			
	Approved CPT Elective	3.0	0.0	3.0
**	Humanities Elective**	3.0	0.0	3.0
ECO 201	Economic Concepts (or ECO 210 or ECO 211)	3.0	0.0	3.0
IST 245	Local Area Networks **or**			
IST 263	Designing Windows Network Securtiy	3.0	0.0	3.0
SPC 205	Public Speaking	3.0	0.0	3.0
		15.0	0.0	15.0
SUMMER				
CPT 247	UNIX Operating Systems	3.0	0.0	3.0
IST 201	CISCO Internetworking Concepts	3.0	0.0	3.0
IST 252	LAN Systems Manager	3.0	0.0	3.0
CPT 172	Microcomputer Database	3.0	0.0	3.0
		12.0	0.0	12.0
FALL II				
EEM 117	AC/DC Circuits I	3.0	3.0	4.0
CPT 174	Microcomputer Spreadsheets	3.0	0.0	3.0
CPT 209	Computer Systems Management	3.0	0.0	3.0
IST 235	Handheld Computer Programming	3.0	0.0	3.0
CPT 264	Systems and Procedures	3.0	0.0	3.0
		15.0	3.0	16.0
SPRING II				
	Approved CPT Elective	3.0	0.0	3.0
	Approved CPT Elective	3.0	0.0	3.0
CPT 295	Desktop Publishing Applications	3.0	0.0	3.0
CPT 268	Computer End User Support	3.0	0.0	3.0
IST 290*	Special Topics in Information Sciences	3.0	0.0	3.0
		15.0	0.0	15.0

**(IST 290 is a capstone course and should be taken during the last or next to last semester.) Minimum grade of "C" is required in all courses.*

***(ART 101, HIS 101, HIS 102, HIS 115, HIS 201, HIS 202, MUS 105, PHI 101, REL 101, REL 102. Also, any ENG LIT course with ENG 102 Prereq.)* All Electives must be approved by Computer Technology faculty.

ASSOCIATE DEGREE IN APPLIED SCIENCE
COMPUTER TECHNOLOGY - PROGRAMMING
SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL I				
CPT 104	Introduction to Information Technology	3.0	0.0	3.0
CPT 167	Introduction to Programming Logic	3.0	0.0	3.0
ENG 101	English Composition I	3.0	0.0	3.0
CPT 170	Microcomputer Applications	3.0	0.0	3.0
MAT 101	Beginning Algebra	3.0	0.0	3.0
		15.0	0.0	15.0
SPRING I				
CPT 236	Introduction to Java Programming **or**			
	Approved CPT Elective	3.0	0.0	3.0
**	Humanities Elective**	3.0	0.0	3.0
ECO 201	Economic Concepts (or ECO 210 or ECO 211)	3.0	0.0	3.0
IST 245	Local Area Networks **or**			
IST 263	Designing Windows Network Securtiy	3.0	0.0	3.0
SPC 205	Public Speaking	3.0	0.0	3.0
		15.0	0.0	15.0
SUMMER				
	Approved Programming Elective	3.0	0.0	3.0
CPT 172	Microcomputer Database	3.0	0.0	3.0
CPT 247	UNIX Operating Systems	3.0	0.0	3.0
IST 252	LAN Systems Manager	3.0	0.0	3.0
		12.0	0.0	12.0
FALL II				
IST 235	Handheld Computer Programming	3.0	0.0	3.0
CPT 264	Systems and Procedures	3.0	0.0	3.0
CPT 232	C++ Programming I	3.0	0.0	3.0
	Approved Programming Elective	3.0	0.0	3.0
IST 226	Internet Programming	3.0	0.0	3.0
		15.0	0.0	15.0
SPRING II				
CPT 239	Active Server Pages	3.0	0.0	3.0
	Approved CPT Elective	3.0	0.0	3.0
	Approved CPT Elective	3.0	0.0	3.0
IST 290*	Special Topics in Information Sciences	3.0	0.0	3.0
CPT 200	Database Design I	3.0	0.0	3.0
		15.0	0.0	15.0

**(IST 290 is a capstone course and should be taken during the last or next to last semester.)*
Minimum grade of "C" is required in all courses.

***(ART 101, HIS 101, HIS 102, HIS 115, HIS 201, HIS 202, MUS 105, PHI 101, REL 101, REL 102. Also, any ENG LIT course with ENG 102 Prereq.)* All Electives must be approved by Computer Technology faculty.

CERTIFICATE IN INTERNETWORKING
18 SEMESTER HOURS

This certificate will provide students with in-depth training in the configuration and use of CISCO Routers and switching. Upon completion students should be able to sit for and pass the Certified CISCO Networking Associate (CCNA) exam.

INTERNETWORKING CERTIFICATE

		Class	Lab	Credit
CPT 104	Introduction to Information Technology	3.0	0.0	3.0
IST 245	Local Area Networks **or**			
IST 263	Designing Windows Network Security	3.0	0.0	3.0
IST 201	CISCO Networking Concepts	3.0	0.0	3.0
IST 202	CISCO Router Configuration	3.0	0.0	3.0
IST 203	Advanced CISCO Router Configuration **or**	3.0	0.0	3.0
IST 291	Network Security I			
IST 204	CISCO Troubleshooting **or**			
CPT 268	User End Support	3.0	0.0	3.0
		18.0	0.0	18.0

Minimum grade of "C" is required in all courses.

NETWORK ENGINEERING CERTIFICATE
18 SEMESTER HOURS

This certificate program provides in-depth training in networking technology using Microsoft products and will assist in preparing the student to sit for the MCSE examinations. This certificate can be completed all online or as a combination of traditional and online classes. This program cannot be completed with evening classes.

Course		Class	Lab	Credit
IST 245	Local Area Networks	3.0	0.0	3.0
IST 252	LAN System Manager	3.0	0.0	3.0
IST 260	Network Design	3.0	0.0	3.0
IST 270	Client/Server Systems	3.0	0.0	3.0
CPT 264	Designing Windows Network Security	3.0	0.0	3.0
IST 291	Fundamentals of Network Security I	3.0	0.0	3.0
		18.0	0.0	18.0

Minimum grade of "C" is required in all courses.

COMPUTER NETWORK SPECIALIST CERTIFICATE
27 SEMESTER HOURS

Upon completion of this certificate students will be able to repair personal computers and troubleshoot basic network operations.

FALL		Class	Lab	Credit
CPT 209	Computer Systems Management	3.0	0.0	3.0
IST 245	Local Area Networks **or**			
IST 263	Designing Windows Network Security	3.0	0.0	3.0
IST 252	LAN Systems (XP Operating System)	3.0	0.0	3.0
		9.0	0.0	9.0
SPRING				
CPT 264	Systems and Procedures	3.0	0.0	3.0
CPT 268	Computer End User Support	3.0	0.0	3.0
IST 291	Fundamentals of Network Security I	3.0	0.0	3.0
		9.0	0.0	9.0
SUMMER				
IST 292	Fundamentals of Network Security II	3.0	0.0	3.0
CPT 247	UNIX Operating Systems	3.0	0.0	3.0
IST 265	Designing a Windows Directory Service Infrastructure	3.0	0.0	3.0
		9.0	0.0	9.0

Minimum grade of "C" is required in all courses.

OFFICE PRODUCTIVITY CERTIFICATE - (MCAS CERTIFICATION)
18 SEMESTER HOURS

Upon completion of the courses in the Office Productivity Certificate program, the student will be prepared to take the national exams offered as part of the *Microsoft Certified Application Specialist (MCAS) Program* to validate proficiency in the use of specific products in the 2010 Microsoft Office system and in Windows Vista. MCAS candidates can be certified in Microsoft Office Word 2010, Microsoft Office Excel 2010, Microsoft Office PowerPoint 2010, Microsoft Office Outlook 2010, Microsoft Office Access 2010, and Windows Vista.

Course		Class	Lab	Credit
CPT 170	Microcomputer Applications	3.0	0.0	3.0
CPT 172	Microcomputer Database	3.0	0.0	3.0
CPT 174	Microcomputer Spreadsheets	3.0	0.0	3.0
CPT 179	Microcomputer Word Processing	3.0	0.0	3.0
CPT 295	Desktop Publishing Applications	3.0	0.0	3.0
IST 225	Internet Communications	3.0	0.0	3.0
		18.0	0.0	18.0

Minimum grade of "C" is required in all courses.

DATABASE CERTIFICATE (ORACLE)
18 SEMESTER HOURS

Oracle Academy students will gain database design, SQL, and project management skills that are applicable to a variety of technical job roles. At the end of Database Programming with SQL, students can earn the opportunity to sit for the Intro to Oracle 9i: SQL certification exam. For students seeking professional certification, the courses map to Oracle Certified Associate (OCA) content. This is the first part of the Oracle Certified Associate degree, an industry-recognized certification. At the end of Database Programming with PLSQL, students can complete this certification.

Course		Class	Lab	Credit
CPT 104	Introduction to Information Technology	3.0	0.0	3.0
CPT 200	Database Design I	3.0	0.0	3.0
CPT 201	Database Design II	3.0	0.0	3.0
CPT 202	SQL Programming I	3.0	0.0	3.0
CPT 203	SQL Programming II	3.0	3.0	3.0
**	Directed Elective	3.0	0.0	3.0
		18.0	0.0	18.0

** CPT 236, CPT 232, IST 272

Minimum grade of "C" is required in all courses.

WEBMASTER CERTIFICATE
24 SEMESTER HOURS

The Webmaster Certificate program is designed to prepare graduates to work in positions as Webmasters, web developers and web server administrators. This certificate provides a breadth of knowledge from the fundamentals of HTML to advanced topics in JavaScript, ASP, Dreamweaver and Flash. Courses are geared toward building successful and attractive sites and, at the same time, managing and updating sites effectively.

Individuals graduating from this program may be employed in a wide range of companies which are interested in using the Internet to market and/or sell their products or services. A graduate may also be employed by a consulting firm, which provides web design, development, administration and maintenance as contracted service to businesses and industries.

This certificate can be completed online or in a combination of traditional and online classes.

FALL		**Class**	**Lab**	**Credit**
CPT 163	Introduction to Multimedia for Web Pages	3.0	0.0	3.0
IST 226	Internet Programming	3.0	0.0	3.0
CPT 263	Designing Windows Network Security	3.0	0.0	3.0
CPT 167	Introduction to Programming Logic	3.0	0.0	3.0
		12.0	0.0	12.0
SPRING				
IST 238	Advanced Tools for Website Design	3.0	0.0	3.0
CPT 283	PHP Programming I **or**	3.0	0.0	3.0
IST 239	Datum and Javascript			
IST 237	Intermediate Website Design	3.0	0.0	3.0
CPT 239	Active Server Pages	3.0	0.0	3.0
		12.0	0.0	12.0

Minimum grade of "C" is required in all courses.

ASSOCIATE DEGREE IN APPLIED SCIENCE
AUTOMOTIVE TECHNOLOGY
75 SEMESTER HOURS

The importance of professional automobile repair in today's mobile society cannot be overstated. Because vehicles have skyrocketed in cost and are kept in service longer, there is a shortage of trained, knowledgeable technicians. Skilled technicians are needed to perform preventive maintenance, repairs and adjustments. Your decision to obtain either a certificate or Associate Degree in Automotive Technology will provide you with increased career opportunity and higher income.

Employment opportunities are best for automotive service technicians with strong communication, mathematical and analytical skills. For this reason, the Automotive Technology curriculum includes instruction in English, mathematics and human relations to supplement the in-depth studies of the automobile's electrical, electronic, computer, mechanical, and hydraulic systems required in this associate degree program. Because the automotive service technician's ability to diagnose the source of a problem quickly and accurately is of prime importance in this field, students will receive intense training in diagnosis of advanced vehicle systems including hybrid vehicle systems.

CORE CURRICULUM 15 HOURS

Communications:
ENG 160

Humanities/Fine Arts (choose two):
HSS 101*, PHI 101, HIS 101, HSS 105

Social/Behavioral Science:
PSY 103

Natural Science/Math:
MAT 155 or MAT 175

COURSE REQUIREMENTS 56 HOURS

AUT 102, AUT 111, AUT 115, AUT 124, AUT 131, AUT 145, AUT 151, AUT 159, AUT 161, AUT 211, AUT 222, AUT 231, AUT 241, AUT 245, AUT 262, AUT 268, AUT 275, EET 101

ELECTIVE – 3 HOURS
(The Department Head must approve elective.)

TOTAL COURSE OF STUDY 75 HOURS

* Preferred course

OCtech's Automotive Technology classes combine operational theory with hands on lab activities for Engine Repair, Automatic Transmissions, Manual Transmission and Drive Train, Suspension and Steering, Brakes, Electrical and Electronic Systems, Heating and Air Conditioning, Engine Performance and Alternative Fuel Vehicles. These classes prepare students to pass ASE certification tests and begin a career as an automotive service technician.

Automotive service technician careers are attractive to many individuals because they afford the opportunity for good pay and the satisfaction of highly skilled work. In addition, most individuals who enter this occupation can expect steady work because changes in economic conditions normally have little effect on the automotive repair business. Job opportunities for an OCtech Automotive Technology graduate cover all areas of the automotive industry. Repair technicians, parts sales, dealerships, and specialty shops are just a few of the opportunities available.

If you're ready to explore your possibilities for the future, choose OCtech's Associate in Applied Science Automotive Technology degree.

The OCtech Automotive Technology Program is accredited by the National Automotive Technician Education Foundation.

ASSOCIATE DEGREE IN APPLIED SCIENCE
AUTOMOTIVE TECHNOLOGY
SEMESTER CURRICULUM MODEL

Fall I		Class	Lab	Credit
MAT 155	Contemporary Mathematics (or MAT 175)	3.0	0.0	3.0
AUT 124	Steering, Suspension & Alignment	2.0	6.0	4.0
AUT 111	Automotive Brakes	1.0	6.0	3.0
AUT 159	Tools, Equipment & Reference Manuals	2.0	3.0	3.0
AUT 161	Introduction to Automotive Maintenance	1.0	0.0	1.0
EET 101	Basic Electronics	1.0	3.0	2.0
		10.0	18.0	16.0
SPRING I				
HSS 105	Technology & Culture	3.0	0.0	3.0
AUT 102	Engine Repair	2.0	6.0	4.0
AUT 222	Four Wheel Alignment	1.0	3.0	2.0
AUT 211	Advanced Brakes	1.0	6.0	3.0
AUT 131	Electrical Systems	1.0	6.0	3.0
		8.0	21.0	15.0
SUMMER				
PSY 103	Human Relations	3.0	0.0	3.0
AUT 145	Engine Performance	1.0	6.0	3.0
AUT 241	Automotive Air Conditioning	2.0	6.0	4.0
AUT 231	Automotive Electronics	3.0	3.0	4.0
		9.0	15.0	14.0
FALL II				
HSS 101	Humanities (or PHI 101 or HIS 101)	3.0	0.0	3.0
AUT 151	Automotive Transmissions/Transaxles	1.0	6.0	3.0
AUT 245	Advanced Engine Performance	2.0	9.0	5.0
AUT 275	Alternate Technology Vehicles	2.0	3.0	3.0
		8.0	18.0	14.0
SPRING II				
ENG 160	Technical Communications	3.0	0.0	3.0
AUT 115	Manual Transmissions/Transaxles	2.0	3.0	3.0
AUT 262	Advanced Diagnosis & Repair **or**	2.0	6.0	4.0
AUT 270	SCWE in Automotive Technology	0.0	20.0	4.0
AUT 268	Special Topics in Automotive	2.0	3.0	3.0
Elective	(MUST be approved by Program Coordinator)	3.0	0.0	3.0
		12.0	12.0/ or 26.0	16.0

UNDERCAR SPECIALIST CERTIFICATE
16 SEMESTER HOURS

This certificate is designed to enhance the skills of experienced technicians who strive to become ASE certified or as starting point for students who wish to attain marketable automotive technician skills.

Students will learn skills for the immediate entry into the job market as a brake, suspension and general automotive specialist technician.

Students who complete the certificate are prepared to take the ASE certification exam in the areas of automotive brakes and suspension.

FALL I		Class	Lab	Credit
AUT 161	Introduction to Automotive Maintenance	1.0	0.0	1.0
AUT 111	Automotive Brakes	1.0	6.0	3.0
AUT 124	Steering, Suspension & Alignment	2.0	6.0	4.0
		4.0	12.0	8.0
SPRING				
AUT 159	Tools, Equipment & Reference Manuals	2.0	3.0	3.0
AUT 222	Four Wheel Alignment	1.0	3.0	2.0
AUT 211	Advanced Brakes	1.0	6.0	3.0
		4.0	12.0	8.0

BASIC DIESEL MAINTENANCE
CERTIFICATE
16 SEMESTER HOURS

Students will learn skills for immediate entry into the job market as an "entry level" diesel maintenance technician. The certificate includes courses in basic diesel engine theory and operation; servicing diesel equipment; basic diesel diagnostics and repair of basic fuel systems used on today's diesel equipment.

Job opportunities for students with this certificate include servicing light diesel equipment; construction, industrial, and farm equipment. The student will learn in an actual industry type shop environment, with classroom lectures, demonstrations and "hands on" activities.

This certificate is designed to be a starting point for students with marketable skills who need an immediate entry into the diesel repair field. This certificate will also help meet the overwhelming need for basic "entry level" technicians in the diesel and automotive repair industries.

		Class	Lab	Credit
DHM 105	Diesel Engines I	2.0	3.0	3.0
DHM 108	Diesel Engine Tune-up	1.0	3.0	2.0
DHM 121	Introduction to Diesel Diagnostics	1.0	3.0	2.0
DHM 125	Diesel Fuel Systems	2.0	3.0	3.0
DHM 173	Electrical Systems I	2.0	3.0	3.0
MAT 155	Contemporary Mathematics (or MAT 175)	3.0	0.0	3.0
		11.0	15.0	16.0

ASSOCIATE DEGREE IN APPLIED SCIENCE
ELECTRONICS ENGINEERING - COMPUTER ELECTRONICS
74 SEMESTER HOURS

Electronics engineering technicians help design, develop, test, and manufacture electrical and electronic equipment such as radios, radar, sonar, television, industrial and medical measuring or control devices, navigational equipment, and computers. They may work in product evaluation and testing, using measuring and diagnostic devices to adjust, test, and repair equipment. Electronics Engineering Technology is also applied to a wide variety of systems, such as communications and process controls.

The specialization in Computer Electronics prepares technicians to install, program, operate, maintain, service, and diagnose computers with operational problems arising from mechanical or electrical malfunctions in either individual units or systems.

Electronics engineers primarily use the principles and theories of science, engineering, and mathematics to solve technical problems; therefore, prospective engineering technicians should take as many high school science and math courses as possible to prepare for this postsecondary associate degree program. Laboratory work complements the theory taught in classroom lectures in this program. Most students complete the program in four semesters and one summer session. Good communication skills and the ability to work well with others are also important since engineering technicians are often part of a team of engineers and other technicians.

CORE CURRICULUM 23 HOURS

Communications:

ENG 101*, ENG 102*, ENG 160

Humanities/Fine Arts (Choose one):

HSS 101, HIS 101*, PHI 101, HSS 105

Social/Behavioral Science (choose one):

PSY 201, PSY 103

Natural Sciences/Math:

PHY 201, PHY 202 MAT 110, MAT 111, MAT 175, MAT 176

COURSE REQUIREMENTS 51 HOURS

CPT 176, CPT 209, CPT 210, EET 113, EET 141, EET 145, EET 227, EET 235, EET 255, EET 251, EGR 108, EGR 112, EGR 130, EGT 152, EIT 110, IST 245.

TOTAL COURSE OF STUDY 74 HOURS

*Recommended choices for students who expect to continue their education at a four-year institution. Entry requirements for these courses are more stringent than for some other options. Students should consult with their advisors in regard to prerequisites prior to enrolling in these courses.

Students who choose to take ENG 101 and ENG 102 must also take ENG 165 or SPC 205.

Employment opportunities for electronics engineering technicians are expected to continue to grow. Increasing demand for more sophisticated electrical and electronic products, as well as the expansion of these products and systems into all areas of industry and manufacturing processes, will be instrumental to the strong growth in this specialty area.

The mission of the Electronics Engineering Technology Department is to provide the student with a quality well-rounded education. This, in turn, will enhance the student's economic and social well-being and provide industry with a highly skilled work force.

• **Program Educational Objectives**

Our mission statement leads to the following program objectives that are also consistent with our industry identified program outcomes. Graduates of the OCtech Electronics Engineering Technology program will:

• Identify and solve problems in electronics engineering technology industry across a wide range of application areas. (Technical Expertise)

• Emerge as successful and professional workers who work and communicate successfully in industry teams across the service area and beyond. (Professionalism, Teamwork, and Leadership)

• Enhance the economic well being of the community through technical expertise, critical thinking, and teamwork. (Economic Impact)

• Adapt to new and emerging technologies to keep current with electronics engineering technology practice. (Continuing Education)

ASSOCIATE DEGREE IN APPLIED SCIENCE
ELECTRONICS ENGINEERING - COMPUTER ELECTRONICS
SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL I				
EET 113	Electrical Circuits I	3.0	3.0	4.0
EGR 130	Engineering Technology Applications and Programming * ***	2.0	3.0	3.0
MAT 175	Algebra and Trigonometry I	3.0	0.0	3.0
EGT 152	Fundamentals of CAD*	2.0	3.0	3.0
EGR 108	Engineering Ethics	3.0	0.0	3.0
		13.0	9.0	16.0
SPRING I				
EET 141	Electronic Circuits	3.0	3.0	4.0
PHY 201	Physics I**	3.0	3.0	4.0
MAT 176	Algebra and Trigonometry II	3.0	0.0	3.0
EGR 112	Engineering Programming	2.0	3.0	3.0
		11.0	9.0	14.0
SUMMER				
EET 145	Digital Circuits +	3.0	3.0	4.0
PHY 202	Physics II**	3.0	3.0	4.0
EIT 110	Principles of Instrumentation	2.0	3.0	3.0
PSY 103	Human Relations	3.0	0.0	3.0
		11.0	9.0	14.0
FALL II				
CPT 176	Microcomputer Operating Systems	3.0	0.0	3.0
EET 227	Electrical Machinery	2.0	3.0	3.0
CPT 209	Computer Systems Management	3.0	0.0	3.0
EET 251	Microprocessor Fundamentals	2.0	3.0	3.0
EET 235	Programmable Controllers	2.0	3.0	3.0
		12.0	9.0	15.0
SPRING II				
CPT 210	Computer Resource Management	3.0	0.0	3.0
EET 255	Advanced Microcomputers	2.0	3.0	3.0
ENG 160	Technical Communications	3.0	0.0	3.0
IST 245	Local Area Networks	3.0	0.0	3.0
HSS 105	Technology and Culture (or HSS 101)	3.0	0.0	3.0
		14.0	3.0	15.0

+EET 140 Digital Electronics and EET 143 Digital Electronics Laboratory can be taken instead of EET 145.
*Project Lead the Way Course
**Transfer Course
***Includes oral component

A minimum grade of "C" is required on all EET and EIT courses for graduation. Students must also have a grade of "C" or higher in all prerequisite courses in order for them to be counted toward the degree.

ASSOCIATE DEGREE IN APPLIED SCIENCE
ELECTRONICS ENGINEERING - COMPUTER ELECTRONICS
SEMESTER CURRICULUM MODEL
(University Transfer)

		Class	Lab	Credit
FALL I				
EET 113	Electrical Circuits I	3.0	3.0	4.0
EGR 130	Engineering Technology Applications and Programming * ***	2.0	3.0	3.0
MAT 110	College Algebra**	3.0	0.0	3.0
EGT 152	Fundamentals of CAD*	2.0	3.0	3.0
EGR 108	Engineering Ethics	3.0	0.0	3.0
		13.0	9.0	16.0
SPRING I				
EET 141	Electronic Circuits	3.0	3.0	4.0
PHY 201	Physics I** (or PHY 221)**	3.0	3.0	4.0
MAT 111	College Trigonometry **	3.0	0.0	3.0
EGR 112	Engineering Programming	2.0	3.0	3.0
		11.0	9.0	14.0
SUMMER				
EET 145	Digital Circuits +	3.0	3.0	4.0
PHY 202	Physics II** (or PHY 222)**	3.0	3.0	4.0
EIT 110	Principles of Instrumentation	2.0	3.0	3.0
PSY 201	General Psychology**	3.0	0.0	3.0
		11.0	9.0	14.0
FALL II				
IST 252	LAN System Manager	3.0	0.0	3.0
EET 227	Electrical Machinery	2.0	3.0	3.0
CPT 209	Computer Systems Management	3.0	0.0	3.0
EET 251	Microprocessor Fundamentals	2.0	3.0	3.0
EET 235	Programmable Controllers	2.0	3.0	3.0
		12.0	9.0	15.0
SPRING II				
CPT 210	Computer Resource Management	3.0	0.0	3.0
EET 255	Advanced Microcomputers	2.0	3.0	3.0
ENG 101	English Composition I	3.0	0.0	3.0
IST 245	Local Area Networks	3.0	0.0	3.0
	Humanities Elective	3.0	0.0	3.0
		14.0	3.0	15.0

+EET 140 Digital Electronics and EET 143 Digital Electronics Laboratory can be taken instead of EET 145.
*Project Lead the Way Course
**Transfer Course
***Includes an oral component

A minimum grade of "C" is required on all EET and EIT courses for graduation. Students must also have a grade of "C" or higher in all prerequisite courses in order for them to be counted toward the degree.

ASSOCIATE DEGREE IN APPLIED SCIENCE
ELECTRONICS ENGINEERING - ELECTRONIC INSTRUMENTATION
75 SEMESTER HOURS

Electronic Instrumentation Technicians test, certify, install, repair, inspect, maintain, and assist in developing complex instruments that measure and record changes in industrial environments. The process-controlled systems operated by these technicians are central to the operation of such facilities as chemical plants, canneries, food processing plants, air and pollution control agencies, petroleum refineries, and power plants.

Other job responsibilities include recording and analyzing the effects of varying conditions, whether actual or simulated. These include vibration, temperature, humidity, pressure, differential pressure, liquid flow and level, altitude, acceleration, pH, conductivity, stress, and chemical makeup. Good communication skills, both written and oral, and the ability to prepare graphs and written reports will be necessary to accomplish these tasks.

Electronic Instrumentation Technicians select, install, calibrate, and check out telemetering and recording instruments and circuits. Using engineering data and considering the limitations of the equipment being tested, they develop specifications for nonstandard apparatus and equipment. In addition, technicians troubleshoot, repair and perform preventive maintenance on test apparatus and peripheral equipment.

It is easy to see why Electronic Instrumentation Technicians must understand and be able to apply electronics theory in their daily work activities; therefore, high school students interested in the field should take courses in mathematics and general physics.

CORE CURRICULUM 23 HOURS

Communications:

ENG 101*, ENG 102*, ENG 160

Humanities/Fine Arts :

HSS 101, HIS 101*, PHI 101, HSS 105

Social/Behavioral Science (choose one):

PSY 103, PSY 201

Natural Sciences/Math:

PHY 201, PHY 202, MAT 110, MAT 111, MAT 175, MAT 176

COURSE REQUIREMENTS 52 HOURS

EET 113, EET 145, EET 141, EET 227, EET 235, EGR 108, EGR 112, EGR 130, EIT 110, EIT 211, EIT 212, EIT 215, EIT 220, EIT 242, EIT 244, EGT 152

TOTAL COURSE OF STUDY 75 HOURS

*Recommended choices for students who expect to continue their education at a four-year institution. Entry requirements for these courses are more stringent than for some other options. Students should consult with their advisors in regard to prerequisites prior to enrolling in these courses.

OCtech is the only technical college in South Carolina that offers an associate degree in this field of engineering technology. The EIT curriculum has a co-op program established with South Carolina Electric & Gas, BP-Amoco in Charleston, SC and International Paper. Students who co-op during Spring II will register for course EIT 240, Supervised Work Experience, and will receive credit for EIT 220, and EIT 242.

Students planning to attend a four-year institution after graduation should consult with their advisors early in the program concerning transfer courses.

- **Program Educational Objectives**

Our mission statement leads to the following program objectives that are also consistent with our industry identified program outcomes. Graduates of the OCtech Electronics Engineering Technology program will:

- Identify and solve problems in electronics engineering technology industry across a wide range of application areas. (Technical Expertise)
- Emerge as successful and professional workers who work and communicate successfully in industry teams across the service area and beyond. (Professionalism, Teamwork, and Leadership)
- Enhance the economic well being of the community through technical expertise, critical thinking, and teamwork. (Economic Impact)
- Adapt to new and emerging technologies to keep current with electronics engineering technology practice. (Continuing Education)

ASSOCIATE DEGREE IN APPLIED SCIENCE
ELECTRONICS ENGINEERING - ELECTRONIC INSTRUMENTATION
SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL I				
EGR 108	Engineering Ethics	3.0	0.0	3.0
EET 113	Electrical Circuits I	3.0	3.0	4.0
EGR 130	Engineering Technology Applications and Programming * ***	2.0	3.0	3.0
MAT 175	Algebra and Trigonometry I	3.0	0.0	3.0
EGT 152	Fundamentals of CAD*	2.0	3.0	3.0
		13.0	9.0	16.0
SPRING I				
EET 141	Electronic Circuits	3.0	3.0	4.0
PHY 201	Physics I**	3.0	3.0	4.0
MAT 176	Algebra and Trigonometry II	3.0	0.0	3.0
EGR 112	Engineering Programming	2.0	3.0	3.0
		11.0	9.0	14.0
SUMMER				
EET 145	Digital Circuits +	3.0	3.0	4.0
PHY 202	Physics II**	3.0	3.0	4.0
EIT 110	Principles of Instrumentation	2.0	3.0	3.0
PSY 103	Human Relations	3.0	0.0	3.0
		11.0	9.0	14.0
FALL II				
EET 227	Electrical Machinery	2.0	3.0	3.0
ENG 160	Technical Communications	3.0	0.0	3.0
EIT 211	Introduction to Electronic Instrumentation I	3.0	6.0	5.0
EIT 215	Fundamental Industrial Instrumentation Procedure	2.0	0.0	2.0
EET 235	Programmable Controllers	2.0	3.0	3.0
		12.0	12.0	16.0
SPRING II				
EIT 212	Introduction to Electronic Instrumentation II	3.0	6.0	5.0
EIT 220	Control Principles	2.0	3.0	3.0
EIT 242	Senior Project in Electronic Instrumentation	0.0	3.0	1.0
EIT 244	Computers and PLC's in Instrumentation	2.0	3.0	3.0
HSS 105	Technology and Culture (or HSS 101)	3.0	0.0	3.0
		10.0	15.0	15.0
SPRING II	**(Co-Op Option)**			
EIT 240	Supervised Work Experience Replaces EIT 220, EIT 242	0.0	40.0	8.0

+EET 140 Digital Electronics and EET 143 Digital Electronics Laboratory can be taken instead of EET 145.
*Project Lead the Way Course
**Transfer Course
***Includes an oral component

A minimum grade of "C" is required on all EET and EIT courses for graduation. Students must also have a grade of "C" or higher in all prerequisite courses in order for them to be counted toward the degree.

ASSOCIATE DEGREE IN APPLIED SCIENCE
ELECTRONICS ENGINEERING - ELECTRONIC INSTRUMENTATION
SEMESTER CURRICULUM MODEL
(University Transfer)

		Class	Lab	Credit
FALL I				
EGR 108	Engineering Ethics	3.0	0.0	3.0
EET 113	Electrical Circuits I	3.0	3.0	4.0
EGR 130	Engineering Technology Applications and Programming * ***	2.0	3.0	3.0
MAT 110	College Algebra **	3.0	0.0	3.0
EGT 152	Fundamentals of CAD*	2.0	3.0	3.0
		13.0	9.0	16.0
SPRING I				
EET 141	Electronic Circuits	3.0	3.0	4.0
PHY 201	Physics I** (or PHY 221)	3.0	3.0	4.0
MAT 111	College Trigonometry **	3.0	0.0	3.0
EGR 112	Engineering Programming	2.0	3.0	3.0
		11.0	9.0	14.0
SUMMER				
EET 145	Digital Circuits +	3.0	3.0	4.0
PHY 202	Physics II** (or PHY 222)	3.0	3.0	4.0
EIT 110	Principles of Instrumentation	2.0	3.0	3.0
PSY 201	General Psychology**	3.0	0.0	3.0
		11.0	9.0	14.0
FALL II				
EET 227	Electrical Machinery	2.0	3.0	3.0
ENG 101	English Composition I	3.0	0.0	3.0
EIT 211	Introduction to Electronic Instrumentation I	3.0	6.0	5.0
EIT 215	Fundamental Industrial Instrumentation Procedure	2.0	0.0	2.0
EET 235	Programmable Controllers	2.0	3.0	3.0
		12.0	12.0	16.0
SPRING II				
EIT 212	Introduction to Electronic Instrumentation II	3.0	6.0	5.0
EIT 220	Control Principles	2.0	3.0	3.0
EIT 242	Senior Project in Electronic Instrumentation	0.0	3.0	1.0
EIT 244	Computers and PLC's in Instrumentation	2.0	3.0	3.0
	Humanities Elective	3.0	0.0	3.0
		10.0	15.0	15.0
SPRING II	**(Co-Op Option)**			
EIT 240	Supervised Work Experience Replaces EIT 220, EIT 242	0.0	40.0	8.0

+EET 140 Digital Electronics and EET 143 Digital Electronics Laboratory can be taken instead of EET 145
*Project Lead the Way Course
**Transfer Course
***Includes an oral component

A minimum grade of "C" is required on all EET and EIT courses for graduation. Students must also have a grade of "C" or higher in all prerequisite courses in order for them to be counted toward the degree.

ASSOCIATE DEGREE IN APPLIED SCIENCE
INDUSTRIAL ELECTRONICS TECHNOLOGY
81 SEMESTER HOURS

When production workers encounter problems with the machines they operate, they call Industrial Electronics Technicians. The IET's work is important not only because an idle machine will delay production, but also because a machine that is not properly repaired and maintained may damage the final product or injure the operator.

Industrial Electronics Technicians install and repair industrial controls and medical diagnostic and communications equipment. Some technicians set up and service electronic equipment, which controls machines and production processes in factories where they often coordinate their efforts with workers installing mechanical or electromechanical components. As plants retool and invest in new equipment to boost productivity and improve product quality, they increasingly rely on IETs to properly situate and install the machinery. Preventive maintenance and accurate record keeping is an important part of the IET's job. Industrial Electronics Technicians strive to anticipate trouble and service equipment before factory production is interrupted.

CORE CURRICULUM 15 HOURS

Communications:

ENG 160

Humanities/Fine Arts (choose 2):

HIS 101, HSS 101, HSS 105, PHI 101

Social/Behavioral Sciences:

PSY 103

Natural Sciences/Math (choose one):

MAT 155, MAT 175

COURSE REQUIREMENTS 66 HOURS

CIM 131, CPT 101, EEM 117, EEM 118, EEM 121, EEM 131, EEM 140, EEM 145, EEM 160, EEM 165, EEM 215, EEM 221, EEM 230, EEM 235, EEM 252, EET 261, EET 273, IMT 131, ‡EGR 112, EEM 251, ELT 208, ELT 218, MTT 250

TOTAL COURSE OF STUDY 81 HOURS

‡ These courses prepare students in basic computer applications.

* Preferred course

OCtech's IET program provides the student with a well-rounded educational background in preparation for employment in this field. Courses in basic electronics, electrical wiring and controls, electrical codes and regulations, Circuit Design Software (CDS), and computer operation are taught early in the student's course of study. Later preparation includes the study of digital and microprocessor-based systems, programmable controls, motor drive systems, power systems, fluid power, troubleshooting, and robotics. Additional technical courses are offered to further develop the student's knowledge and skills base. Hands-on experience is provided in most technical courses, allowing students the opportunity to gain practical experience and to further emphasize concepts presented in the classroom. Classes in oral and written communications, mathematics and interpersonal skills are considered important to the graduate's success and are also part of the required curriculum.

ASSOCIATE DEGREE IN APPLIED SCIENCE
INDUSTRIAL ELECTRONICS TECHNOLOGY
SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL I				
EEM 117	AC/DC Circuits I	3.0	3.0	4.0
EEM 121	Electrical Measurements	2.0	3.0	3.0
IMT 131	Hydraulics and Pneumatics	3.0	3.0	4.0
ENG 160	Technical Communications	3.0	0.0	3.0
MAT 155	Contemporary Mathematics (or MAT 175)	3.0	0.0	3.0
		14.0	9.0	17.0
SPRING I				
EEM 118	AC/DC Circuits II	3.0	3.0	4.0
EEM 140	National Electric Code	3.0	0.0	3.0
EEM 165	Residential/Commercial Wiring	3.0	3.0	4.0
PSY 103	Human Relations	3.0	0.0	3.0
HSS 101	Introduction to Humanities (or PHI 101 or HIS 101)	3.0	0.0	3.0
		15.0	6.0	17.0
SUMMER				
EEM 131	Solid State Devices	3.0	3.0	4.0
EEM 230	Digital Electronics (or EET 140* and EET 143)	3.0	3.0	4.0
EEM 160	Industrial Instrumentation	3.0	0.0	3.0
EEM 251	Programmable Controllers	2.0	3.0	3.0
HSS 105	Technology and Culture	3.0	0.0	3.0
		14.0	9.0	17.0
FALL II				
EEM 145	Control Circuits	2.0	3.0	3.0
EEM 215	DC/AC Machines	2.0	3.0	3.0
EEM 252	Programmable Controller Applications	2.0	3.0	3.0
EGR 112	Engineering Programming **OR**			
CPT 101	Introduction to Computers	3.0	0.0	3.0
ELT 218	Operational Amplifiers	2.0	3.0	3.0
		11.0	12.0	15.0
SPRING II				
EEM 221	DC/AC Drives	2.0	3.0	3.0
EEM 235	Power Systems	2.0	3.0	3.0
EET 261	Electronic Troubleshooting	1.0	3.0	2.0
EET 273	Electronics Senior Project	0.0	3.0	1.0
ELT 208	Introduction to Robotics	2.0	3.0	3.0
CIM 131	Computer Integrated Manufacturing* (or MTT 250)	1.0	6.0	3.0
		8.0	21.0	15.0

*Project Lead the Way Course

ASSOCIATE DEGREE IN APPLIED SCIENCE
MACHINE TOOL TECHNOLOGY
80 SEMESTER HOURS

CORE CURRICULUM	15 HOURS
Communications:	
ENG 160	
Social/Behavioral Science:	
PSY 103	
Humanities/Fine Arts:	
HSS 101, HSS 105	
Natural Science/Math (choose one):	
MAT 155, MAT 175	
COURSE REQUIREMENTS – 65 HRS	
MTT 105, MTT 111, MTT 112, MTT 120, MTT 123, MTT 125, MTT 126, MTT 171, MTT 221, MTT 222, MTT 224, MTT 232, MTT 241, MTT 249, ‡MTT 250, ‡MTT 251, ‡MTT 252, MTT 258	
‡EGT 152	
TOTAL COURSE OF STUDY	**80 HOURS**

‡ These courses prepare students in basic computer applications.

Precision measurement is a very important part of any machining operation. And because tools and dies must meet strict specifications — precision to one ten-thousandth of an inch is common — the work of individuals in the machine tool field requires a high degree of patience and attention to detail. It is also essential that these professionals be mechanically inclined, able to work independently, and are capable of doing work that requires concentration and physical effort.

Machine Tool Technicians produce precision parts using machine tools such as lathes, drill presses, and milling machines. They are able to set up and operate a wide variety of machine tools and have a thorough understanding of the working properties of metals such as steel, cast iron, aluminum, and brass. Using their skill with machine tools and their knowledge of metals, Machine Tool Technicians plan and carry out the operations needed to make machined products that meet precise specifications.

Modern technology has changed the nature of the MTT's work, with an increasing reliance on computer-aided design (CAD) to develop products and parts. Specifications from the CAD program are used to electronically develop drawings for the job. A computer-aided manufacturing program that calculates cutting tool paths and the sequence of operations then processes these drawings. Once these instructions are developed, computer-numerically-controlled machines (CNC) — machines that contain computer controllers that direct the machine's operations and "read" the programs — perform the operations and run the machine tool mechanisms through the steps.

The introduction of CAD and CNC machines has enabled MTTs to be more productive and to produce parts with a level of precision that is not possible with traditional machining techniques. Because precise movements are recorded in the program, they allow this high level of precision to be consistently repeated. The CNC operation also allows several functions to be performed with one setup, reducing the need for additional, labor-intensive setups.

For those entering this field, a basic knowledge of computers and electronics is very important. OCtech's Machine Tool Technology curriculum provides training in these areas as well as in computer numerical control operations. Courses in mathematics, communications (written and oral), blueprint reading and sketching, and economics are also included in this comprehensive two-year program.

ASSOCIATE DEGREE IN APPLIED SCIENCE
MACHINE TOOL TECHNOLOGY
SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL I				
MTT 120	Machine Tool Print Reading	2.0	3.0	3.0
MTT 111	Machine Tool Theory and Practice I	2.0	9.0	5.0
MTT 112	Machine Tool Theory and Practice II	3.0	6.0	5.0
MTT 105	Machine Shop Math	3.0	0.0	3.0
		12.0	18.0	16.0
SPRING I				
HSS 105	Technology and Culture	3.0	0.0	3.0
MAT 155	Contemporary Mathematics (or MAT 175)	3.0	0.0	3.0
MTT 123	Machine Tool Theory I	1.0	6.0	3.0
MTT 125	Machine Tool Theory II	1.0	6.0	3.0
MTT 249	Introduction to CAM	2.0	3.0	3.0
		10.0	15.0	15.0
SUMMER				
HSS 101	Introduction to Humanities (or PHI 101 or HIS 101)	3.0	0.0	3.0
MTT 126	Machine Tool Practice III	1.0	9.0	4.0
MTT 258	Machine Tool/CAM	2.0	3.0	3.0
MTT 250	Principles of CNC (or CIM 131)	1.0	6.0	3.0
PSY 103	Human Relations	3.0	0.0	3.0
		10.0	18.0	16.0
FALL II				
ENG 160	Technical Communication	3.0	0.0	3.0
MTT 221	Tool and Diemaking Theory I	2.0	3.0	3.0
MTT 222	Tool and Diemaking Practice I	2.0	6.0	4.0
MTT 251	CNC Operations	2.0	3.0	3.0
MTT 171	Industrial Quality Control	2.0	0.0	2.0
		11.0	12.0	15.0
SPRING II				
EGT 152	Fundamentals of CAD** (or EGT 151)	2.0	3.0	3.0
MTT 224	Tool and Diemaking Practice II	3.0	3.0	4.0
MTT 232	Tool and Diemaking II	3.0	6.0	5.0
MTT 241	Jigs and Fixtures	1.0	3.0	2.0
MTT 252	CNC Set-up Operations	3.0	3.0	4.0
		12.0	18.0	18.0

** Project Lead the Way course

MACHINE TOOL TECHNOLOGY
PRODUCTION OPERATOR CERTIFICATE
16 SEMESTER HOURS

This certificate is designed to introduce the student to basic machine production operation skills. Topics covered include manual machines, blue prints, and basic computer numerical controlled machines. Job opportunities include CNC Operator, Production Machinist, and Basic Quality Control Technician.

		Class	Lab	Credit
MTT 111	Machine Tool Theory and Practice I	2.0	9.0	5.0
MTT 112	Machine Tool Theory and Practice II	3.0	6.0	5.0
MTT 120	Machine Tool Print Reading	2.0	3.0	3.0
MTT 251	CNC Operations	2.0	3.0	3.0
		9.0	21.0	16.0

CERTIFICATE IN COMPUTER AIDED DESIGN I (CAD I)
19 SEMESTER HOURS

This program is designed to introduce the student to basic entry-level Computer Aided Design. Topics include two-dimensional engineering drawings and parametric 3D modeling.

For admission into this program you must be a high school graduate or possess a GED and take the college's placement test or have met the college's SAT or ACT requirements.

SEMESTER CURRICULUM MODEL

FALL		Class	Lab	Credit
EGT 110	Mechanical Drafting	1.0	9.0	4.0
EGT 151	Introduction to CAD	2.0	3.0	3.0
EGT 152	Fundamentals of CAD**	2.0	3.0	3.0
CPT 170	Microcomputer Applications	3.0	0.0	3.0
MAT 175	Algebra and Trigonometry I or			
MAT 110	College Algebra*	3.0	0.0	3.0
EGR 130	Engineering Technology Applications and Programming**	2.0	3.0	3.0
		13.0	18.0	19.0

*Recommended choice for students who expect to continue their education at a four-year institution.
Entry requirements for these courses are more stringent than for some other options; students should consult with their advisors in regard to prerequisites prior to enrolling in the courses.
**Project Lead the Way
Minimum grade of "C" required for all courses.

CERTIFICATE IN COMPUTER AIDED DESIGN II (CAD II)
17 SEMESTER HOURS

This program is designed for students desiring advanced computer aided design skills to generate drawings. Topics include piping layouts, P&ID, process pipedrafting, parametric 3D modeling, surveying and 3D residential design.

For admission into this program you must be a high school graduate or possess a GED and take the college's placement test or have met the college's SAT or ACT requirements. Completion of Computer Aided Design I Certificate (or a determination of your experience and capabilities, made by an advisor) is required for admission into this program.

SEMESTER CURRICULUM MODEL

SPRING		Class	Lab	Credit
EGT 220	Structural & Piping Applications	2.0	6.0	4.0
EGT 245	Principles of Parametric CAD	2.0	3.0	3.0
EGT 251	Principles of CAD	2.0	3.0	3.0
EGT 265	CAD/CAM Applications	2.0	3.0	3.0
PHY 201	Physics I or			
AET 101	Advanced Civil CAD (CEA 1)**	3.0	3.0	4.0
		11.0	18.0	17.0

**Project Lead the Way

CERTIFICATE IN COMPUTER AIDED DESIGN III (CAD III)
16 SEMESTER HOURS

This program is designed for students desiring advanced 2-D and 3-D modeling computer aided design skills to generate drawings. Topics include process pipedrafting, 2D commercial building design, 3D plant layout, electronic schematics and 3D commercial building design.

For admission into this program you must be a high school graduate or possess a GED and take the college's placement test or have met the college's SAT or ACT requirements. Completion of Computer Aided Design I Certificate (or a determination of your experience and capabilities, made by an advisor) is required for admission into this program.

SEMESTER CURRICULUM MODEL

Summer

		Class	Lab	Credit
EGT 225	Architectural Drawing Applications	2.0	6.0	4.0
EGT 252	Advanced CAD	2.0	3.0	3.0
EGT 258	Applications of CAD	2.0	3.0	3.0
EGT 172	Electronic Drafting	2.0	0.0	2.0
PHY 202	Physics II or			
EGT 259	Advanced Architectural CAD	3.0	3.0	4.0
		11.0	15.0	16.0

BASIC INDUSTRIAL MAINTENANCE CERTIFICATE
16 SEMESTER HOURS

This certificate is designed to prepare students for employment as entry-level Industrial Maintenance Technicians. Job opportunities for students with this certificate include Process Plant Mechanical Apprentice, Manufacturing Plant Maintenance Apprentice, Construction Site Equipment Maintenance Apprentice, and Construction Electrical Apprentice.

Fall		Class	Lab	Credit
IMT 229	Introduction to Process Control	2.0	3.0	3.0
EEM 117	AC/DC Circuits I	3.0	3.0	4.0
IMT 217	Industrial Lubrication (NCCER)	3.0	0.0	3.0
IMT 210	Basic Industrial Skills I (NCCER)	2.0	3.0	3.0
IMT 211	Basic Industrial Skills II (NCCER)	3.0	0.0	3.0
		13.0	9.0	16.0

Students completing this certificate will earn national certifications from the National Center for Construction Education and Research (NCCER). They will also start a NCCER transcript with University of Florida.

INDUSTRIAL MAINTENANCE: MECHANICAL AND ELECTRICAL CERTIFICATE I
29 SEMESTER HOURS

This certificate is designed to prepare students for employment as entry-level, intermediate-level, or higher-level Industrial Maintenance Technicians. Job opportunities for students with this certificate include Process Plant Mechanic, Manufacturing Plant Mechanic, Construction Site Equipment Mechanic, or Construction Electrician.

Spring		Class	Lab	Credit
IMT 223	Packing and Seals (NCCER)	3.0	0.0	3.0
IMT 235	Precision Measuring (NCCER)	3.0	0.0	3.0
EEM 118	AC/DC Circuits II	3.0	3.0	4.0
IMT 170	Statistical Process Control	2.0	3.0	3.0
MAT 155	Contemporary Mathematics (or MAT 175)	3.0	0.0	3.0
		14.0	6.0	16.0
Summer				
IMT 227	Alignment Theory (NCCER)	3.0	0.0	3.0
EEM 251	Programmable Controllers	2.0	3.0	3.0
IMT 219	Maintenance Welding (NCCER)	3.0	0.0	3.0
EEM 230	Digital Electronics (or EET 140 and EET 143**)	3.0	3.0	4.0
		11.0	6.0	13.0

Students completing this certificate will earn national certifications from the National Center for Construction Education and Research (NCCER). They will also start a NCCER transcript with University of Florida.

** Project Lead the Way Course

INDUSTRIAL MAINTENANCE MECHANICAL AND ELECTRICAL CERTIFICATE II
27 SEMESTER HOURS

This certificate is designed to prepare student for employment as entry-level, senior-level, or advanced-level Industrial Maintenance Technicians. Job opportunities for students with this certificate include Process Plant Mechanic, Manufacturing Plant mechanic, Construction Site Equipment Mechanic, Construction Electrician, Plant Quality Assurance Technician, Preventative Maintenance Technician, and Precision Leveling and Alignment Technician.

Fall		Class	Lab	Credit
IMT 214	Industrial Wiring (NCCER)	3.0	0.0	3.0
IMT 215	Electrical Grounding (NCCER)	3.0	0.0	3.0
IMT 218	OxyFuel Cutting and Brazing (NCCER)	3.0	0.0	3.0
EEM 215	DC/AC Machines	2.0	3.0	3.0
		11.0	3.0	12.0
Spring				
IMT 232	Hydraulic Troubleshooting	2.0	3.0	3.0
IMT 230	Reliability Centered Maintenance	3.0	0.0	3.0
IMT 221	Electrical Motor Maintenance (NCCER)	3.0	0.0	3.0
ELT 208	Introduction to Robotics	2.0	3.0	3.0
PSY103	Human Relations	3.0	0.0	3.0
		13.0	6.0	15.0

Students completing this certificate will earn national certifications from the National Center for Construction Education and Research (NCCER). They will also start a NCCER transcript with University of Florida.

An Associate Degree in General Technology degree option is available for Industrial Maintenance Technology.

BASIC ELECTRICIAN CERTIFICATE
18 SEMESTER HOURS

The Basic Electrician Certificate is designed to introduce the student to the foundation theories that govern electricity/electronics. He or she will become familiar with electrical codes; electrical wiring techniques, print reading and performing electrical load calculations. Completion of this certificate prepares the student to be an entry-level electrician.

FALL I		**CLASS**	**LAB**	**CREDIT**
EEM 117	AC/DC CIRCUITS I	3.0	3.0	4.0
MAT 155	CONTEMPORARY MATHEMATICS	3.0	0.0	3.0
		6.0	3.0	7.0
SPRING I				
EEM 118	AC/DC CIRCUITS II	3.0	3.0	4.0
EEM 140	NATIONAL ELECTRIC CODE	3.0	0.0	3.0
EEM 165	RESIDENTIAL/COMMERCIAL WIRING	3.0	3.0	4.0
		9.0	6.0	11.0

INDUSTRIAL ELECTRICIAN CERTIFICATE
19 SEMESTER HOURS

The Industrial Electrician Certificate is designed to enhance the Basic Electrician Certificate. This includes programmable logic controller (PLC) theory; motor and motor controls theory and power generation and delivery theory. Completion of this certificate prepares the student to be an entry-level industrial electrician, automation technician, or power company employee.

SUMMER		**CLASS**	**LAB**	**CREDIT**
EEM 230	Digital Electronics	3.0	3.0	4.0
EEM 251	Programmable Controllers	2.0	3.0	3.0
		5.0	6.0	7.0
FALL II				
EEM 145	Control Circuits	2.0	3.0	3.0
EEM 215	DC/AC Machines	2.0	3.0	3.0
		4.0	6.0	6.0
SPRING II				
EEM 221	DC/AC Drives	2.0	3.0	3.0
EEM 235	Power Systems	2.0	3.0	3.0
		4.0	6.0	6.0

MECHATRONICS I - FUNDAMENTALS
17 SEMESTER HOURS

This certificate is designed to prepare students for entry-level Industrial Maintenance positions, with cross-over to Electrical and Instrumentation positions. The Fundamentals aspect of Mechatronics prepares the student by introducing a broad range of courses that peaks the interest of the learner, while expanding their industrial knowledge including Electrical, Mechanical, and Computers. The Mechatronics I Fundamentals Certificate is the best starting point for most students new to industrial maintenance or for students preparing to achieve an Associate's degree in Mechatronics. Job opportunities may include, but are not limited to Process and Manufacturing Maintenance, along with Electrical or Mechanical Apprentice, or Construction Site Maintenance.

		Class	Lab	Credit
IMT 210	Basic Industrial Skills I	2.0	3.0	3.0
EEM117	AC/DC Circuits I	3.0	3.0	4.0
IMT 229	Introduction to Process Control	2.0	3.0	3.0
IMT 131	Hydraulics and Pneumatics	3.0	3.0	4.0
AMT 105	Robotics and Automated Controls I	2.0	3.0	3.0
		12.0	15.0	17.0

Students completing this certificate will earn national certifications from the National Center for Construction Education and Research (NCCER). They will also start a NCCER transcript with University of Florida.

MECHATRONICS II - AUTOMATED CONTROLS
20-21 SEMESTER HOURS*

This certificate is designed to prepare students for entry-level, intermediate-level, or higher-level Industrial Maintenance positions, with cross-over to Electrical and Instrumentation positions. The Automated Controls aspect of Mechatronics prepares the student by introducing a broad range of manufacturing tactics, along with manufacturing theory including Electrical, Mechanical, and Computers. The Mechatronics II Automated Controls Certificate is the best starting point for most students that have a basic knowledge of industrial maintenance or have completed Mechatronics Certificate I - Fundamentals. Job opportunities may include, but are not limited to Process Plant and Manufacturing Maintenance, Construction Maintenance including Electrical and Mechanical.

		Class	Lab	Credits
EET 140	Digital Electronics **or**	2.0	3.0	3.0
EEM 230	Digital Electronics	3.0	3.0	4.0
EEM 118	AC/DC circuits II	3.0	3.0	4.0
EEM 251	Programmable Controllers **or**			
EET 235	Programmable Controllers	2.0	3.0	3.0
EEM 131	Solid State Devices	3.0	3.0	4.0
IMT 170	Statistical Process Control	2.0	3.0	3.0
CIM 131	Comuter Intergrated Manufacturing **or**			
	Approved Elective	2.0	3.0	3.0
		14.0/15.0	18.0	20.0/21.0

Students completing this certificate will earn national certifications from the National Center for Construction Education and Research (NCCER). They will also start a NCCER transcript with University of Florida.

*Semester hours vary according to the Digital Electronics course chosen. Student should consult thier advisor.

MECHATRONICS III - ADVANCED AUTOMATED SYSTEMS CERTIFICATE
20 SEMESTER HOURS

This certificate is designed to prepare students for entry-level, senior-level, or advanced-level Industrial Maintenance positions, with cross-over to Electrical and Instrumentation positions. The Automated Systems aspect of Mechatronics prepares the student by introducing an advanced level of manufacturing tactics, along with advanced manufacturing theory involving Electrical, Mechanical, and Computers. The Mechatronics III Advanced Automated Systems Certificate is the best starting point for most students that have entry-level to senior-level knowledge of industrial manufacturing and industrial maintenance or have completed Mechatronics Certificate II – Automated Controls. This certificate will expand the learner's knowledge of troubleshooting applications, along with programming and theory. Job opportunities may include, but are not limited to Process or Manufacturing Plant Maintenance, Construction Equipment Mechanic, Construction Electrician, Plant Quality Assurance Technician, Preventive Maintenance Technician, Engineering Technician, and Mechatronics Technician.

		Class	Lab	Credit
EEM 252	Programmable Controller Applications	2.0	3.0	3.0
EEM 215	DC/AC Machines	2.0	3.0	3.0
EEM 145	Control Circuits	2.0	3.0	3.0
EET 261	Electronic Troubleshooting	1.0	3.0	2.0
EEM 221	DC/AC Drives	2.0	3.0	3.0
IMT 232	Hydraulic Troubleshooting	2.0	3.0	3.0
AMT 205	Robotics and Automated Controls II	2.0	3.0	3.0
		13.0	21.0	20.0

Students completing this certificate will earn national certifications from the National Center for Construction Education and Research (NCCER). They will also start a NCCER transcript with University of Florida.

An Associate Degree in General Technology degree option is available for Mechatronics Technology.

CERTIFICATE IN POWER PLANT TECHNOLOGY I
17 SEMESTER HOURS

This certificate is designed to prepare students for employment as entry-level Utility Power Plant Maintenance Technicians. Job opportunities for students with this certificate include Hydro-Power Plant Maintenance Apprentice, Fossil-Fuel Power Plant Maintenance Apprentice, Nuclear Power Plant Maintenance Apprentice, and Power Plant Operator Apprentice.

Fall		Class	Lab	Credit
EEM 117	AC/DC Circuits I	3.0	3.0	4.0
ENG 160	Technical Communications	3.0	0.0	3.0
IMT 229	Introduction to Process Control	2.0	3.0	3.0
MAT 155	Contemporary Math (or MAT 175)	3.0	0.0	3.0
IMT 131	Hydraulics and Pneumatics	3.0	3.0	4.0
		14.0	9.0	17.0

Students completing the Power Plant Basic Certificate will earn national certifications from the National Center for Construction Education and Research (NCCER). They will also start a NCCER transcript with University of Florida.

CERTIFICATE IN POWER PLANT TECHNOLOGY II
27 SEMESTER HOURS

This certificate is designed to prepare students for employment as entry-level, intermediate-level, or higher-level Utility Power Plant Maintenance Technicians or Power Plant Operator Assistants. Job opportunities for students with this certificate include Hydro-Power Plant Maintenance Technician, Fossil-Fuel Power Plant Maintenance Technician, Nuclear Power Plant Maintenance Technician, and Power Plant Operator Assistant.

Spring		Class	Lab	Credit
EEM 118	AC/DC Circuits II	3.0	3.0	4.0
IMT 235	Precision Measuring (NCCER)	3.0	0.0	3.0
IMT 223	Packing and Seals (NCCER)	3.0	0.0	3.0
HSS 105	Technology and Culture	3.0	0.0	3.0
		12.0	3.0	13.0
Summer				
EEM 131	Solid State Devices	3.0	3.0	4.0
EET 140	Digital Electronics** **And**	3.0	0.0	3.0
EET 143	Digital Electronics Laboratory **Or**	0.0	3.0	1.0
EEM 230	Digital Electronics	3.0	3.0	4.0
EEM 251	Programmable Controllers	2.0	3.0	3.0
EGT 152	Fundamentals of CAD**	2.0	3.0	3.0
		10.0	12.0	14.0

Students completing the Power Plant Basic Certificate will earn national certifications from the National Center for Construction Education and Research (NCCER). They will also start a NCCER transcript with University of Florida.

** Project Lead the Way Course

CERTIFICATE IN POWER PLANT TECHNOLOGY III
23 SEMESTER HOURS

This certificate is designed to prepare students for employment as entry-level, senior-level, or advanced-level Utility Power Plant Maintenance Technicians. Job opportunities for student with this certificate include Hydro-Power Plant Maintenance Technician, Fossil-Fuel Power Plant Maintenance Technician, Nuclear Power Plant Maintenance Technician, and Power Plant Operator.

Fall		Class	Lab	Credit
EEM 252	Programmable Controller Applications	2.0	3.0	3.0
EEM 215	DC/AC Machines	2.0	3.0	3.0
EEM 145	Control Circuits	2.0	3.0	3.0
IMT 151	Piping Systems	3.0	0.0	3.0
		9.0	9.0	12.0
Spring				
EEM 235	Power Systems	2.0	3.0	3.0
IMT 230	Reliability Centered Maintenance	3.0	0.0	3.0
EEM 221	DC/AC Drives	2.0	3.0	3.0
EET 261	Electronic Troubleshooting	1.0	3.0	2.0
		8.0	9.0	11.0

Students completing the Power Plant Basic Certificate will earn national certifications from the National Center for Construction Education and Research (NCCER). They will also start a NCCER transcript with University of Florida.
An Associate Degree in General Technology degree option is available for Power Plant Technology.

BASIC WELDING CERTIFICATE
19 SEMESTER HOURS

Using the modular formatted (NCCER) curriculum, students complete all NCCER Level I modules and may earn their national NCCER Level I credential. The curriculum includes blueprint reading, welding safety, oxyfuel cutting, and gas and arc welding. Students complete Level I NCCER modules in the SMAW welding process, including Beads and Fillet Welds, Open V-Groove Welds, and Open-Root Pipe Welds. This course is taught to national welding codes and prepares students for testing and certification for local metal fabrication shops and maintenance welding, and it provides basic skills that will ultimately be needed for construction pipe welding and welding on nuclear power jobsites.

Note: To participate, students are required to be equipped with basic safety equipment and tools. These items are not provided and must be purchased by the student.
Required items include:
•Safety Glasses
•Welding Gloves
•Welding Hood (with #10 or #11 lens)
•Oxyacetylene Goggles for cutting (with #4 or #5 lens)
•Stricker, Wire Brush, Chipping Hammer
•Protective Clothing (no synthetic blends -100% cotton is recommended)
•8" high Steel Toe Boots

Fall		Class	Lab	Credit
IMT 210	Basic Industrial Skills I	2.0	3.0	3.0
WLD 106	Gas & Arc Welding	2.0	6.0	4.0
WLD 111	Arc Welding I	2.0	6.0	4.0
		6.0	15.0	11.0
Spring				
WLD 113	Arc Welding II	2.0	6.0	4.0
WLD 115	Arc Welding III	2.0	6.0	4.0
		4.0	12.0	8.0

INTERMEDIATE WELDING CERTIFICATE
18 SEMESTER HOURS

Using the modular formatted (NCCER) curriculum, students complete all required NCCER Level II modules and may earn their national NCCER Level II credential and NCCER Core Credential. The curriculum includes reading welding detail drawings and SMAW, GMAW, GTAW, and FCAW welding processes. This certificate is taught to national welding codes and prepares students for testing and certification for local metal fabrication shops and maintenance welding, and it provides basic skills that will ultimately be needed for construction pipe welding and welding on nuclear power jobsites.

Note: To participate, students are required to be equipped with basic safety equipment and tools. These items are not provided and must be purchased by the student.
Required items include:
•Safety Glasses
•Welding Gloves
•Welding Hood (with #10 or #11 lens)
•Oxyacetylene Goggles for cutting (with #4 or #5 lens)
•Stricker, Wire Brush, Chipping Hammer
•Protective Clothing (no synthetic blends -100% cotton is recommended0
•8" high Steel Toe Boots

FALL		Class	Lab	Credit
WLD 103	Print Reading I	0.5	1.5	1.0
WLD 132	Inert Gas Welding – Ferrous	2.0	6.0	4.0
WLD 135	Inert Gas Welding – Aluminum	2.0	6.0	4.0
		4.5	13.5	9.0
SPRING				
IMT 211	Basic Industrial Skills II	3.0	0.0	3.0
WLD 225	Arc Welding Pipe I	2.0	6.0	4.0
WLD 154	Pipe Fitting and Welding	2.0	6.0	4.0
		7.0	12.0	11.0

WELDING FUNDAMENTALS CERTIFICATE
(Not intended for students who seek NCCER level certification)
21 SEMESTER HOURS

This certificate provides a sound introduction to welding processes. Although the curriculum uses the modular formatted (NCCER) curriculum, students complete NCCER modules across two levels of NCCER and are not required to complete all NCCER Level I modules. The curriculum includes blueprint reading, welding safety, oxyfuel cutting, and gas and arc welding. Students complete modules in the SMAW, FCAW, and GMAW welding processes. This certificate is taught to national welding codes and prepares students for testing and certification for entry level employment at local metal fabrication shops and maintenance welding.

Note: To participate, students are required to be equipped with basic safety equipment and tools. These items are not provided and must be purchased by the student.
Required items include:
•Safety Glasses
•Welding Gloves
•Welding Hood (with #10 or #11 lens)
•Oxyacetylene Goggles for cutting (with #4 or #5 lens)
•Stricker, Wire Brush, Chipping Hammer
•Protective Clothing (no synthetic blends -100% cotton is recommended0
•8" high Steel Toe Boots

		Class	Lab	Credit
Fall				
WLD 106	Gas & Arc Welding	2.0	6.0	4.0
WLD 111	Arc Welding I	2.0	6.0	4.0
		4.0	12.0	8.0
Spring				
WLD 113	Arc Welding II	2.0	6.0	4.0
WLD 115	Arc Welding III	2.0	6.0	4.0
		4.0	12.0	8.0
Summer				
WLD 103	Print Reading I	0.5	1.5	1.0
WLD 132	Inert Gas Welding – Ferrous	2.0	6.0	4.0
		2.5	7.5	5.0

TRUCK DRIVER TRAINING CERTIFICATE
12 SEMESTER HOURS

The Orangeburg-Calhoun Technical College offers an excellent training program for beginning commercial motor vehicle drivers. The curriculum incorporates classroom instruction in a modern facility; media based learning strategies, and hands on guidance to fully prepare students for the South Carolina Commercial Driver's License examination. Each student is trained by our expert staff, regardless of their level of experience when entering the program, resulting in an almost flawless record of successfully obtaining the CDL – Class A and immediate employment.

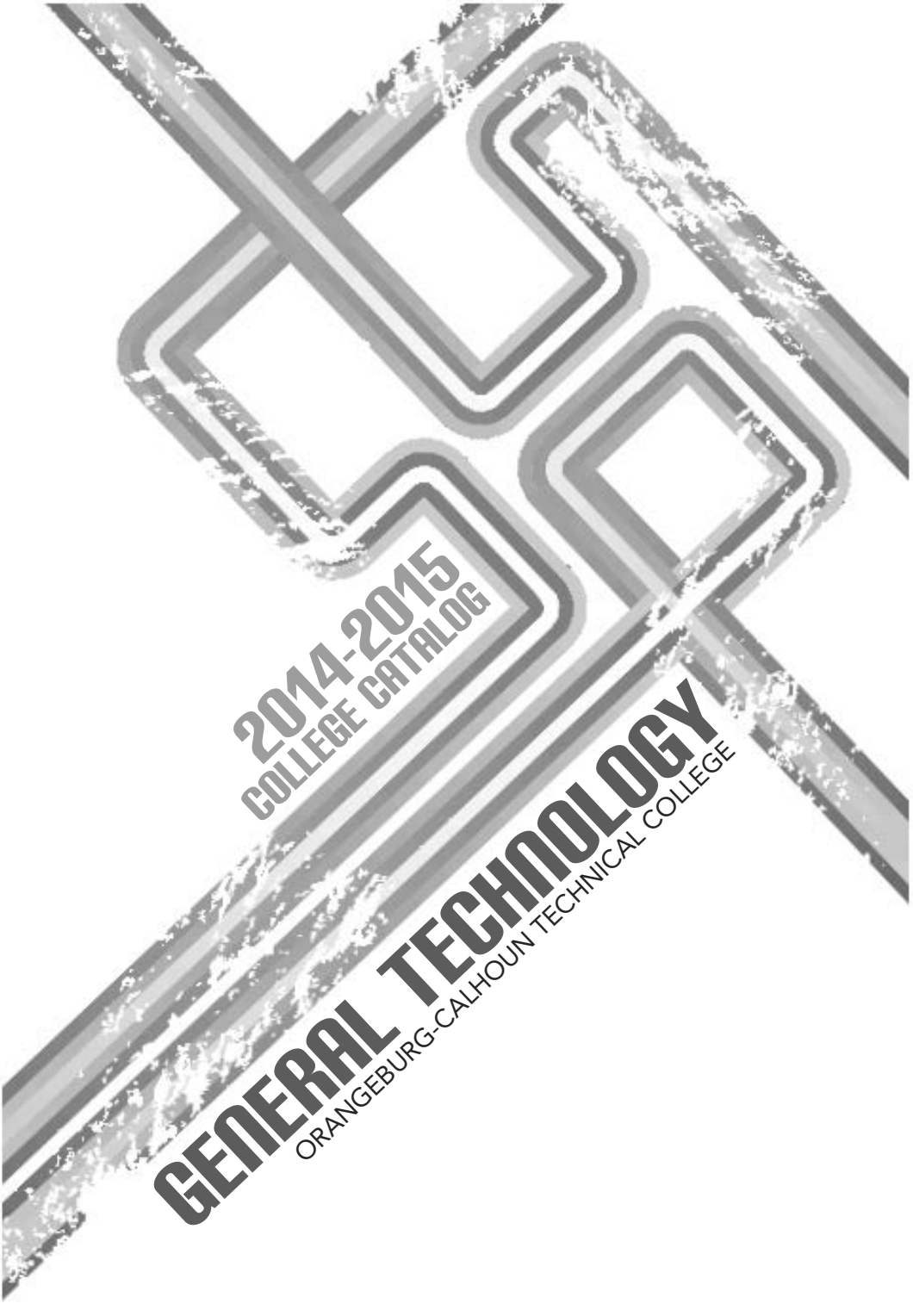
Our mission is to provide professional comprehensive training offered by state certified instructors for individuals at all levels of experience with a focus on safety and flexibility resulting in the achievement of sustainable employment and competitive wages for our students as a commercial motor vehicle license carrier.

Entrance Requirements

- Current Copy of your South Carolina Driver's License
- Current official 10 year driver record obtainable from your local SCDMV
- Current SLED catch results (which can be obtained online at www.sled.sc.gov)
- Copy of your social security card
- Fluent in the English language, both spoken and written
- Ability to pass the Department of Transportation physical and drug screen

Entry into the program is competitive and may require additional documentation for consideration.

		Class	Lab	Credit
TDR 101	Introduction to Truck Driver Training	4.0	3.0	5.0
TDR 102	Fundamentals of Truck Driver Training	3.5	1.5	4.0
TDR 103	Preparation for CDL Examination	3.0	0.0	3.0
		10.5	4.5	12.0


2014-2015
COLLEGE CATALOG
GENERAL TECHNOLOGY
ORANGEBURG-CALHOUN TECHNICAL COLLEGE

ASSOCIATE DEGREE IN APPLIED SCIENCE
GENERAL TECHNOLOGY
60-84 SEMESTER HOURS

The General Technology major allows students to select coursework for becoming multi-skilled technicians. In addition to the minimum of fifteen credit hours in general education, the required core consists of a primary technical specialty, a secondary technical specialty, and electives.

The primary technical specialty consists of at least 28 semester hour credits in a single content area from an approved degree, diploma, or technical education certificate program. The secondary technical specialty consists of 12 semester hour credits from another technical area. The student may use a minimum of 5 more semester hour credits to develop a third technical specialty or to enhance the primary and secondary technical specialties as approved by their advisors. Colleges may also develop technical specialty offerings based upon local business/industry needs.

Students work with their advisors to develop a specific contract for the courses they will take under the Associate in Applied Science Degree. The student's advisor and the Vice-President for Academic Affairs must approve this contract. To receive financial assistance, veterans must also have prior approval of their programs by a VA counselor.

The following pages contain sample program models for the Associate in Applied Science Major in General Technology that are most commonly requested by students enrolled in certificate programs. Students should consult with their dean and/or advisor regarding other available curriculum models.

ASSOCIATE DEGREE IN APPLIED SCIENCE
GENERAL TECHNOLOGY
PRIMARY TECHNICAL SPECIALTY IN AGRICULTURE
SECONDARY TECHNICAL SPECIALTY IN BUSINESS
65 SEMESTER HOURS

As a leading industry in South Carolina, agriculture is vital to all areas of the state, especially the rural areas. An increased understanding of agricultural practices to improve the sustainability of farms or agricultural industries will benefit students in this program. The General Technology major allows the agriculture student to become skilled in an additional technology field.

Students can select a Secondary Technical Specialty in Automotive, Business, Industrial Maintenance, or Welding. In addition, students can complete an add-on certificate in Basic Diesel Maintenance. Students will work closely with their advisor to develop the planned coursework to obtain the General Technology Degree.

Graduates will obtain the knowledge and skills to be successful in agricultural production or in the agricultural support industries. In addition, they will develop unique skills that will allow them opportunities to expand employment opportunities.

CORE CURRICULUM 22 HOURS
Communications: ENG 155, ENG 165
Humanities/Fine Arts Elective: 3 credit hours must be selected from the following:
ART 101, HIS 101, HIS 102, HIS 115, HIS 201, HIS 202, HSS 101, MUS 105, PHI 101, PHI 110, REL 101
Natural Sciences/Math:
Mathematics: MAT 155
Science: BIO 101
Computer Technology: CPT 170
Directed Elective: COL 103
PRIMARY Technical Specialty Requirements: 28 HOURS
AGR 210, AGR 202, AGR 203, AGR 204, AGR 205, AGR 206, BIO 102, BUS 101
Secondary Technical Specialty Requirements: 15 HOURS
ACC 101, BAF 101, ECO 201, MGT 101, MKT 101

TOTAL COURSE OF STUDY 65 HOURS

		CLASS	LAB	CREDIT
FALL I				
AGR 201	Introduction to Sustainable Agriculture	3.0	0.0	3.0
BIO 101	Biological Science I	3.0	3.0	4.0
ENG101	English Composition I or			
ENG155	Communications I	3.0	0.0	3.0
MAT 155	Contemporary Mathematics	3.0	0.0	3.0
COL 103	College Skills	3.0	0.0	3.0
		15.0	3.0	16.0
SPRING I				
AGR 204	Introduction to Plant Sciences	3.0	0.0	3.0
BIO 102	Biological Science II	3.0	3.0	4.0
ENG 102	English Composition II or			
ENG 165	Professional Communications	3.0	0.0	3.0
BUS 101	Introduction to Business	3.0	0.0	3.0
		12.0	3.0	13.0
SUMMER				
AGR 203	Introduction to Animal Science	3.0	3.0	4.0
AGR 206	Basic Farm Maintenance	3.0	3.0	4.0
		6.0	6.0	8.0
FALL II				
AGR 205	Integrated Pest Management	3.0	0.0	3.0
ACC 101	Accounting Principles I	3.0	0.0	3.0
MGT 101	Principles of Management	3.0	0.0	3.0
ECO 201	Economic Concepts	3.0	0.0	3.0
HUMANITIES ELECTIVE		3.0	0.0	3.0
		15.0	0.0	15.0
SPRING II				
AGR 202	Soils	3.0	3.0	4.0
BAF 101	Personal Finance	3.0	0.0	3.0
MKT 101	Marketing	3.0	0.0	3.0
CPT 170	Microcomputer Applications	3.0	0.0	3.0
		12.0	3.0	13.0

ASSOCIATE DEGREE IN APPLIED SCIENCE
GENERAL TECHNOLOGY
PRIMARY TECHNICAL SPECIALTY: AGRICULTURE
SECONDARY TECHNICAL SPECIALTY IN AUTOMOTIVE
70 HOURS

CORE CURRICULUM	**22 HOURS**
COMMUNICATIONS: ENG 155, ENG 165	
HUMANITIES/FINE ARTS ELECTIVE:	
3 CREDIT HOURS MUST BE SELECTED FROM THE FOLLOWING: ART 101, HIS 101, HIS 102, HIS 115, HIS 201, HIS 202, HSS 101, MUS 105, PHI 101, PHI 110, REL 101	
NATURAL SCIENCES/MATH:	
MATHEMATICS: MAT 155	
SCIENCE: BIO 101	
COMPUTER TECHNOLOGY: CPT 170	
DIRECTED ELECTIVE: COL 103	
PRIMARY TECHNICAL SPECIALTY REQUIREMENTS: AGR 210, AGR 202, AGR 203, AGR 204, AGR 205, AGR 206, BIO 102, BUS 101	**28 HOURS**
SECONDARY TECHNICAL SPECIALTY REQUIREMENTS: AUT 102, AUT 111, AUT 115, AUT 124, AUT 151, AUT 159	**20 HOURS**
TOTAL COURSE OF STUDY	**70 HOURS**

		CLASS	LAB	CREDIT
FALL I				
AGR 201	Introduction to Sustainable Agriculture	3.0	0.0	3.0
AUT 102	Engine Repair	2.0	6.0	4.0
BIO 101	Biological Science I	3.0	3.0	4.0
COL 103	College Skills	3.0	0.0	3.0
ENG155	Communications I	3.0	0.0	3.0
		14.0	9.0	17.0
SPRING I				
AGR 204	Introduction to Plant Sciences	3.0	0.0	3.0
AUT 124	Steering, Suspension & Alignment	2.0	6.0	4.0
BIO 102	Biological Science II	3.0	3.0	4.0
ENG 165	Professional Communications	3.0	0.0	3.0
MAT 155	Contemporary Mathematics	3.0	0.0	3.0
		14.0	9.0	17.0
SUMMER I				
AGR 203	Introduction to Animal Science	3.0	3.0	4.0
AGR 206	Basic Farm Maintenance	3.0	3.0	4.0
		6.0	6.0	8.0
FALL II				
AGR 205	Integrated Pest Management	3.0	0.0	3.0
AUT 111	Brakes	1.0	6.0	3.0
AUT 159	Tools, Equipment & Reference Manuals	2.0	3.0	3.0
AUT 151	Automotive Transmission/Transaxle	1.0	6.0	3.0
		7.0	15.0	12.0
SPRING II				
AGR 202	Soils	3.0	3.0	4.0
CPT 170	Microcomputer Applications	3.0	0.0	3.0
BUS 101	Introduction to Business	3.0	0.0	3.0
HUMANITIES ELECTIVE		3.0	0.0	3.0
		12.0	3.0	13.0
SUMMER II				
AUT 115	Manual Drive Train/Axle	1.0	6.0	3.0
		1.0	6.0	3.0

ASSOCIATE DEGREE IN APPLIED SCIENCE
GENERAL TECHNOLOGY
PRIMARY TECHNICAL SPECIALTY: AGRICULTURE
SECONDARY TECHNICAL SPECIALTY: WELDING
68 SEMESTER HOURS

CORE CURRICULUM **22 HOURS**
COMMUNICATIONS: ENG 155, ENG 165
HUMANITIES/FINE ARTS ELECTIVE:
3 CREDIT HOURS MUST BE SELECTED FROM THE FOLLOWING:
ART 101, HIS 101, HIS 102, HIS 115, HIS 201,
HIS 202, HSS 101, MUS 105, PHI 101, PHI 110, REL 101
NATURAL SCIENCES/MATH:
MATHEMATICS: MAT 155
SCIENCE: BIO 101
COMPUTER TECHNOLOGY: CPT 170
DIRECTED ELECTIVE: COL 103
PRIMARY TECHNICAL SPECIALTY REQUIREMENTS: **28 HOURS**
AGR 201, AGR 202, AGR 203, AGR 204, AGR 205,
AGR 206, BIO 102, BUS 101
SECONDARY TECHNICAL SPECIALTY REQUIREMENTS: **18 HOURS**
IMT 210, IMT 211, WLD 106, WLD 132, WLD 211

TOTAL COURSE OF STUDY: **68 HOURS**

		CLASS	LAB	CREDIT
FALL I				
AGR 201	Introduction to Sustainable Agriculture	3.0	0.0	3.0
BIO 101	Biological Science I	3.0	3.0	4.0
ENG155	Communications I	3.0	0.0	3.0
MAT 155	Contemporary Mathematics	3.0	0.0	3.0
COL 103	College Skills	3.0	0.0	3.0
		15.0	3.0	16.0
SPRING I				
BIO 102	Biological Science II	3.0	3.0	4.0
ENG 165	Professional Communications	3.0	0.0	3.0
WLD 106	Gas and Arc Welding	2.0	6.0	4.0
WLD 111	Arc Welding I	2.0	6.0	4.0
		10.0	12.0	15.0
SUMMER				
AGR 203	Introduction to Animal Science	3.0	3.0	4.0
AGR 206	Basic Farm Maintenance	3.0	3.0	4.0
		6.0	6.0	8.0
FALL II				
CPT 170	Microcomputer Applications	3.0	0.0	3.0
AGR 205	Integrated Pest Management	3.0	0.0	3.0
IMT 210	Basic Industrial Skills I	2.0	3.0	3.0
BUS 101	Introduction to Business	3.0	0.0	3.0
HUMANITIES ELECTIVE		3.0	0.0	3.0
		14.0	3.0	15.0
SPRING II				
AGR 202	Soils	3.0	3.0	4.0
AGR 204	Introduction to Plant Sciences	3.0	0.0	3.0
IMT 211	Basic Industrial Skills II	3.0	0.0	3.0
WLD 132	Gas Metal Arc Welding and Flux Core Arc Welding	2.0	6.0	4.0
		11.0	9.0	14.0

ASSOCIATE DEGREE IN APPLIED SCIENCE
GENERAL TECHNOLOGY
PRIMARY TECHNICAL SPECIALTY: AGRICULTURE
SECONDARY TECHNICAL SPECIALTY: INDUSTRIAL MAINTENANCE
66 SEMESTER HOURS

CORE CURRICULUM	**22 HOURS**
COMMUNICATIONS: ENG 155, ENG 165	
HUMANITIES/FINE ARTS ELECTIVE:	
3 CREDIT HOURS MUST BE SELECTED FROM THE FOLLOWING: ART 101, HIS 101, HIS 102, HIS 115, HIS 201, HIS 202, HSS 101, MUS 105, PHI 101, PHI 110, REL 101	
NATURAL SCIENCES/MATH:	
MATHEMATICS: MAT 155	
SCIENCE: BIO 101	
COMPUTER TECHNOLOGY: CPT 170	
DIRECTED ELECTIVE: COL 103	
PRIMARY TECHNICAL SPECIALTY REQUIREMENTS: AGR 210, AGR 202, AGR 203, AGR 204, AGR 205, AGR 206, BIO 102, BUS 101	**28 HOURS**
SECONDARY TECHNICAL SPECIALTY REQUIREMENTS: EEM 117, IMT 210, IMT 211, IMT 217, IMT 229	**16 HOURS**
TOTAL COURSE OF STUDY:	**66 HOURS**

		CLASS	LAB	CREDIT
FALL I				
AGR 201	Introduction to Sustainable Agriculture	3.0	0.0	3.0
BIO 101	Biological Science I	3.0	3.0	4.0
ENG155	Communications I	3.0	0.0	3.0
IMT 210	Basic Industrial Skills I	2.0	3.0	3.0
COL 103	College Skills	3.0	0.0	3.0
		14.0	6.0	16.0
SPRING I				
BIO 102	Biological Science II	3.0	3.0	4.0
ENG 165	Professional Communications	3.0	0.0	3.0
MAT 155	Contemporary Mathematics	3.0	0.0	3.0
IMT 211	Basic Industrial Skills II	3.0	0.0	3.0
HUMANITIES ELECTIVE		3.0	0.0	3.0
		15.0	3.0	16.0
SUMMER				
AGR 203	Introduction to Animal Science	3.0	3.0	4.0
AGR 206	Basic Farm Maintenance	3.0	3.0	4.0
		6.0	6.0	8.0
FALL II				
AGR 205	Integrated Pest Management	3.0	0.0	3.0
EEM 117	AC/DC Circuits I	3.0	3.0	4.0
IMT 217	Industrial Lubricants	3.0	0.0	3.0
IMT 229	Introduction to Process Control	2.0	3.0	3.0
		11.0	6.0	13.0
SPRING II				
AGR 202	Soils	3.0	3.0	4.0
AGR 204	Introduction to Plant Sciences	3.0	0.0	3.0
BUS 101	Introduction to Business	3.0	0.0	3.0
CPT 170	Microcomputer Applications	3.0	0.0	3.0
		12.0	3.0	13.0

ASSOCIATE DEGREE IN APPLIED SCIENCE
GENERAL TECHNOLOGY
PRIMARY TECHNICAL SPECIALTY INENGINEERING GRAPHICS TECHNOLOGY
SECONDARY TECHNICAL SPECIALTY IN MACHINE TOOL TECHNOLOGY

			Class	Lab	Credit
FALL I					
EGT	152	Fundamentals of CAD* (IED)	2.0	3.0	3.0
EGT	110	Mechanical Drafting	1.0	9.0	4.0
MTT	111	Machine Tool Theory and Practice I	2.0	9.0	5.0
EGT	151	Introduction to CAD	2.0	3.0	3.0
CPT	170	Microcomputer Applications	3.0	0.0	3.0
			10.0	24.0	18.0
SPRING I					
EGT	172	Electronic Drafting	2.0	0.0	2.0
EGT	245	Principles of Parametric CAD	2.0	3.0	3.0
AET	101	Civil Eng. and Architecture * (CEA)	2.0	3.0	3.0
MAT	175	Algebra and Trigonometry I	3.0	0.0	3.0
		Directed Elective	2.0	3.0	3.0
			11.0	9.0	14.0
SUMMER					
EGT	220	Structural and Piping Applications	2.0	6.0	4.0
CIM	131	Computer Integrated Manufacturing* (CIM)	1.0	6.0	3.0
MTT	258	Machine Tool CAM	2.0	3.0	3.0
EGT	225	Architectural Drawing Applications	2.0	6.0	4.0
			7.0	21.0	14.0
FALL II					
MTT	251	CNC Operations	2.0	3.0	3.0
EGT	251	Principles of CAD	2.0	3.0	3.0
EGT	265	CAD/CAM Applications	2.0	3.0	3.0
ENG	160	Technical Communications	3.0	0.0	3.0
		Directed Elective	2.0	3.0	3.0
			11.0	12.0	15.0
SPRING II					
EGT	259	Advanced Architectural CAD	2.0	3.0	3.0
		Elective	2.0	3.0	3.0
PSY	103	Human Relations	3.0	0.0	3.0
HSS	105	Technology and Culture (or HSS 101)	3.0	0.0	3.0
			10.0	6.0	12.0
		Total	49.0	72.0	73.0

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ASSOCIATE DEGREE IN APPLIED SCIENCE
GENERAL TECHNOLOGY
PRIMARY TECHNICAL SPECIALITY: AUTOMATED MANUFACTURING TECHNOLOGY
SECONDARY TECHNICAL SPECIALITY: ENGINEERING GRAPHICS TECHNOLOGY
77 SEMESTER HOURS

CORE CURRICULUM:	22 HOURS
COMMUNICATIONS: ENG 160	3 HOURS
HUMANITIES/FINE ARTS: HSS 101, HSS 105	6 HOURS
SOCIAL/BEHAVIORAL SCIENCES: PSY 103	3 HOURS
NATURAL SCIENCES/MATH (choose one): MAT 155 or MAT 175	3 HOURS
PRIMARY TECHNICAL SPECIALTY: EEM 117, EEM 118, EEM 230, EEM 251, EEM 252, EEM 261, EGT 152, ELT 208 and IMT 131	30 HOURS
SECONDARY TECHNICAL SPECIALTY REQUIREMENT: EGT 151, EGT 172, EGT 245, EGT 251, EGT 265	14 HOURS
THIRD TECHNICAL SPECIALTY REQUIREMENT: (MTT): MTT 111, MTT 250, MTT 251, MTT 252, MTT 258	18 HOURS
TOTAL COURSE OF STUDY:	77 HOURS

		Class	Lab	Credit
FALL I				
MTT 111	Machine Tool Theory and Practice 1	2.0	9.0	5.0
EEM 117	AC/DC Circuits I	3.0	3.0	4.0
IMT 131	Hydraulics and Pneumatics	3.0	3.0	4.0
EGT 151	Introduction to CAD	2.0	3.0	3.0
		10.0	18.0	16.0
SPRING I				
EGT 152	Fundamentals of CAD* (IED)	2.0	3.0	3.0
EGT 172	Electronic Drafting	2.0	0.0	2.0
EGT 245	Principles of Parametric CAD	2.0	3.0	3.0
EEM 118	AC/DC Circuits II	3.0	3.0	4.0
MAT 155	Contemporary Mathematics or			
MAT 175	Algebra and Trigonometry I	3.0	0.0	3.0
		12.0	9.0	15.0
SUMMER				
MTT 250	Principles of CNC	1.0	6.0	3.0
MTT 258	Machine Tool CAM	2.0	3.0	3.0
EEM 251	Programmable Controllers	2.0	3.0	3.0
EEM 230**	Digital Electronics	3.0	3.0	4.0
HSS 105	Technology and Culture	3.0	0.0	3.0
		11.0	15.0	16.0
FALL II				
MTT 251	CNC Operations	2.0	3.0	3.0
EEM 252	Programmable Controller Applications	2.0	3.0	3.0
EGT 251	Principles of CAD	2.0	3.0	3.0
EGT 265	CAD/CAM Applications	2.0	3.0	3.0
ENG 160	Technical Communications	3.0	0.0	3.0
		11.0	12.0	15.0
SPRING II				
MTT 252	CNC Setup & Operations	3.0	3.0	4.0
EET 261	Electronic Troubleshooting	1.0	3.0	2.0
ELT 208	Introduction to Robotics	2.0	3.0	3.0
PSY 103	Human Relations	3.0	0.0	3.0
HSS 101	Introduction to Humanities	3.0	0.0	3.0
		12.0	9.0	15.0

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**or EET 140 and EET 143

ASSOCIATE DEGREE IN APPLIED SCIENCE
GENERAL TECHNOLOGY
PRIMARY TECHNICAL SPECIALITY: WELDING TECHNOLOGY
SECONDARY TECHNICAL SPECIALITY: INDUSTRIAL MAINTENANCE TECHNOLOGY
72 SEMESTER HOURS

CORE CURRICULUM:	**18 HOURS**
COMMUNICATIONS: ENG 160	**3 HOURS**
HUMANITIES/FINE ARTS: HSS 101, HSS 105	**6 HOURS**
SOCIAL/BEHAVIORAL SCIENCES: PSY 103	**3 HOURS**
NATURAL SCIENCES/MATH: MAT 155 or higher	**3 HOURS**
PRIMARY TECHNICAL SPECIALTY: WLD 103, WLD 106, WLD 111, WLD 113, WLD 115, WLD 132, WLD 135, WLD 154, WLD 225	**33 HOURS**
SECONDARY TECHNICAL SPECIALTY REQUIREMENT: EEM 117, EEM 118, EEM 215, IMT 151, IMT 210, IMT 211, IMT 223, IMT 232	**21 HOURS**
TOTAL COURSE OF STUDY:	**72 HOURS**

		Class	Lab	Credit
FALL I				
WLD 106	Gas and Arc Welding	2.0	6.0	4.0
WLD 111	Arc Welding I	2.0	6.0	4.0
PSY 103	Human Relationships	3.0	0.0	3.0
EEM 117	AC/DC Circuits I	3.0	3.0	3.0
		10.0	15.0	14.0
SPRING I				
WLD 113	Arc Welding II	2.0	6.0	4.0
WLD 115	Arc Welding III	2.0	6.0	4.0
MAT 155	Contemporary Mathematics	3.0	0.0	3.0
EEM 118	AC/DC Circuits II	3.0	3.0	3.0
		10.0	15.0	14.0
SUMMER				
WLD 132	Inert Gas Welding-Ferrous	2.0	6.0	4.0
WLD 103	Print Reading I	0.5	1.5	1.0
IMT 210	Basic Industrial Skill I	2.0	3.0	3.0
IMT 211	Basic Industrial Skills II	3.0	0.0	3.0
		7.5	10.5	11.0
FALL II				
WLD 154	Pipe Fitting and Welding	2.0	6.0	4.0
WLD 225	Arc Welding Pipe I	2.0	6.0	4.0
IMT 151	Piping Systems	3.0	0.0	3.0
EEM 215	DC/AC Machines	2.0	3.0	3.0
ENG 160	Technical Communications	3.0	0.0	3.0
		12.0	15.0	17.0
SPRING II				
HSS 105	Technology and Culture	3.0	0.0	3.0
WLD 135	Inert Gas Welding - Aluminum	2.0	6.0	4.0
IMT 223	Packing and Seals	3.0	0.0	3.0
IMT 232	Hydraulic Troubleshooting	2.0	3.0	3.0
HSS 101	Introduction to Humanities	3.0	0.0	3.0
		13.0	9.0	16.0

ASSOCIATE DEGREE IN APPLIED SCIENCE
GENERAL TECHNOLOGY
PRIMARY TECHNICAL SPECIALITY: POWER PLANT TECHNOLOGY
SECONDARY TECHNICAL SPECIALITY: INDUSTRIAL MAINTENANCE
80 SEMESTER HOURS

CORE CURRICULUM:	**18 HOURS**
COMMUNICATIONS: ENG 160	**3 HOURS**
HUMANITIES/FINE ARTS: HSS 101, HSS 105	**6 HOURS**
SOCIAL/BEHAVIORAL SCIENCES: PSY 103	**3 HOURS**
NATURAL SCIENCES/MATH: MAT 155	**3 HOURS**
COMPUTER TECHNOLOGY: CPT 170	**3 HOURS**
PRIMARY TECHNICAL SPECIALTY: EEM 117, EEM 118, EEM 131, EEM 145, EEM 215, EEM 221, EEM 230, EEM 251, EEM 252, EEM 235, EET 261, EGT 152	**40 HOURS**
SECONDARY TECHNICAL SPECIALTY REQUIREMENT: IMT 131, IMT 151, IMT 229, IMT 223, IMT 227, IMT 235, IMT 230	**22 HOURS**
TOTAL COURSE OF STUDY:	**80 HOURS**

		Class	Lab	Credit
FALL I				
EEM 117	AC/DC Circuits I	3.0	3.0	4.0
ENG 160	Technical Communications	3.0	0.0	3.0
IMT 229	Introduction to Process Control	2.0	3.0	3.0
MAT 155	Contemporary Mathematics (or MAT 175)	3.0	0.0	3.0
IMT 131	Hydraulics and Pneumatics	3.0	3.0	4.0
		14.0	9.0	17.0
SPRING I				
EEM 118	AC/DC Circuits II	3.0	3.0	4.0
IMT 235	Precision Measuring (NCCER)	3.0	0.0	3.0
IMT 223	Packing and Seals (NCCER)	3.0	0.0	3.0
HSS 105	Technology and Culture	3.0	0.0	3.0
CPT 170	Microcomputer Applications	3.0	0.0	3.0
		15.0	3.0	16.0
SUMMER				
EEM 131	Solid State Devices	3.0	3.0	4.0
EEM 230	Digital Electronics (or EET 140** and EET 143)	3.0	3.0	4.0
EEM 251	Programmable Controllers	2.0	3.0	3.0
EGT 152	Fundamentals of CAD **	2.0	3.0	3.0
IMT 227	Conventional Alignment and Maintaining Valves (NCCER)	3.0	0.0	3.0
		13.0	12.0	17.0
FALL II				
EEM 252	Programmable Controller Applications	2.0	3.0	3.0
EEM 215	DC/AC Machines	2.0	3.0	3.0
EEM 145	Control Circuits	2.0	3.0	3.0
IMT 151	Piping Systems	3.0	0.0	3.0
HSS 101	Introduction to Humanities	3.0	0.0	3.0
		12.0	9.0	15.0
SPRING II				
EEM 235	Power Systems	2.0	3.0	3.0
IMT 230	Reliability Centered Maintenance	3.0	0.0	3.0
EEM 221	DC/AC Drives	2.0	3.0	3.0
EET 261	Electronic Troubleshooting	3.0	0.0	3.0
PSY 103	Human Relations	3.0	0.0	3.0
		13.0	6.0	15.0

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ASSOCIATE DEGREE IN APPLIED SCIENCE
GENERAL TECHNOLOGY
PRIMARY TECHNICAL SPECIALITY: MECHATRONICS
SECONDARY TECHNICAL SPECIALITY: INDUSTRIAL MAINTENANCE
81 SEMESTER HOURS

CORE CURRICULUM:	**15 HOURS**
COMMUNICATIONS: ENG 160	**3 HOURS**
HUMANITIES/FINE ARTS: HSS 101, HSS 105	**6 HOURS**
SOCIAL/BEHAVIORAL SCIENCES: PSY 103	**3 HOURS**
NATURAL SCIENCES/MATH: MAT 155	**3 HOURS**
PRIMARY TECHNICAL SPECIALTY: EEM 117, EEM 118, EEM 134, EEM 145, EEM 215, EEM 221, EEM 230, EEM 251, EEM 252, EET 101, EET 261, ELT 208	**38 HOURS**
SECONDARY TECHNICAL SPECIALTY REQUIREMENT: IMT 131, IMT 170, IMT 210, IMT 211, IMT 223, IMT 230, IMT 229, IMT 231, IMT 233	**28 HOURS**
TOTAL COURSE OF STUDY:	**81 HOURS**

		Class	Lab	Credit
SUMMER I				
EET 101	Basic Electronics	1.0	3.0	2.0
IMT 210	Basic Industrial Skills I (NCCER)	2.0	3.0	3.0
IMT 211	Basic Industrial Skills II (NCCER)	3.0	0.0	3.0
		6.0	6.0	8.0
FALL I				
EEM 117	AC/DC Circuits I	3.0	3.0	4.0
IMT 229	Introduction to Process Control	2.0	3.0	3.0
IMT 131	Hydraulics and Pneumatics	3.0	3.0	4.0
ENG 160	Technical Communications	3.0	0.0	3.0
MAT 155	Contemporary Mathematics (or MAT 175)	3.0	0.0	3.0
		14.0	9.0	17.0
SPRING I				
EEM 118	AC/DC Circuits II	3.0	3.0	4.0
IMT 235	Precision Measuring (NCCER)	3.0	0.0	3.0
IMT 223	Packing and Seals (NCCER)	3.0	0.0	3.0
IMT 170	Statistical Process Control	2.0	3.0	3.0
PSY 103	Human Relations	3.0	0.0	3.0
		14.0	6.0	16.0
SUMMER II				
EEM 131	Solid State Devices	3.0	3.0	4.0
EEM 230	Digital Electronics (or EET 140** and EET 143)	3.0	3.0	4.0
EEM 251	Programmable Controllers	2.0	3.0	3.0
HSS 105	Technology and Culture	3.0	0.0	3.0
		11.0	9.0	14.0
FALL II				
EEM 252	Programmable Controller Applications	2.0	3.0	3.0
EEM 215	DC/AC Machines	2.0	3.0	3.0
EEM 145	Control Circuits	2.0	3.0	3.0
HSS 101	Introduction to Humanities	3.0	0.0	3.0
		9.0	9.0	12.0
SPRING II				
IMT 232	Hydraulic Troubleshooting	3.0	0.0	3.0
ELT 208	Introduction to Robotics	2.0	3.0	3.0
IMT 230	Reliability Centered Maintenance	3.0	0.0	3.0
EET 261	Electronic Troubleshooting	1.0	3.0	2.0
EEM 221	DC/AC Drives	2.0	3.0	3.0
		11.0	9.0	14.0

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ASSOCIATE DEGREE IN APPLIED SCIENCE
GENERAL TECHNOLOGY
PRIMARY TECHNICAL SPECIALITY: INDUSTRIAL MAINTENANCE TECHNOLOGY
SECONDARY TECHNICAL SPECIALITY: INDUSTRIAL ELECTRONICS
81 SEMESTER HOURS

CORE CURRICULUM:	15 HOURS
COMMUNICATIONS: ENG 160	3 HOURS
HUMANITIES/FINE ARTS: HSS 101, HSS 105	6 HOURS
SOCIAL/BEHAVIORAL SCIENCES: PSY 103	3 HOURS
NATURAL SCIENCES/MATH: MAT 155	3 HOURS
PRIMARY TECHNICAL SPECIALTY: IMT 170, IMT 210, IMT 211, IMT 214, IMT 215, IMT 217, IMT 218, IMT 219, IMT 221, IMT 223, IMT 227, IMT 229, IMT 230, IMT 232, IMT 235	45 HOURS
SECONDARY TECHNICAL SPECIALTY REQUIREMENT: EEM 117, EEM 118, EEM 215, EEM 230, EEM 251, ELT 208	21 HOURS
TOTAL COURSE OF STUDY:	81 HOURS

		Class	Lab	Credit
FALL I				
IMT 229	Introduction to Process Control	2.0	3.0	3.0
EEM 117	AC/DC Circuits I	3.0	3.0	4.0
IMT 217	Industrial Lubricants (NCCER)	3.0	0.0	3.0
IMT 210	Basic Industrial Skills I (NCCER)	3.0	0.0	3.0
IMT 211	Basic Industrial Skills II (NCCER)	2.0	3.0	3.0
		13.0	9.0	16.0
SPRING I				
IMT 223	Packing and Seals (NCCER)	3.0	0.0	3.0
IMT 235	Precision Measuring (NCCER)	3.0	0.0	3.0
EEM 118	AC/DC Circuits II	3.0	3.0	4.0
IMT 170	Statistical Process Control	3.0	0.0	3.0
MAT 155	Contemporary Mathematics (or MAT 175)	3.0	0.0	3.0
		15.0	3.0	16.0
SUMMER				
IMT 227	Conventional Alignment and Maintaining Valves (NCCER)	3.0	0.0	3.0
EEM 251	Programmable Controllers	2.0	3.0	3.0
IMT 219	Maintenance Welding (NCCER)	3.0	0.0	3.0
EEM 230	Digital Electronics (or EET 140** and EET 143)	3.0	3.0	4.0
HSS 105	Technology and Culture	3.0	0.0	3.0
		14.0	6.0	16.0
FALL II				
IMT 214	Industrial Wiring (NCCER)	3.0	0.0	3.0
IMT 215	Electrical Grounding (NCCER)	3.0	0.0	3.0
IMT 218	OxyFuel Cutting and Brazing (NCCER)	3.0	0.0	3.0
EEM 215	DC/AC Machines	2.0	3.0	3.0
ENG 160	Technical Communications	3.0	0.0	3.0
		14.0	3.0	15.0
SPRING II				
IMT 232	Hydraulic Troubleshooting	2.0	3.0	3.0
IMT 230	Reliability Centered Maintenance	3.0	0.0	3.0
IMT 221	Electronic Motor Maintenance (NCCER)	3.0	0.0	3.0
ELT 208	Introduction to Robotics	2.0	3.0	3.0
PSY 203	Human Growth and Development	3.0	0.0	3.0
HSS 101	Introduction to Humanities	3.0	0.0	3.0
		16.0	6.0	18.0

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ASSOCIATE DEGREE IN APPLIED SCIENCE
GENERAL TECHNOLOGY
PRIMARY TECHNICAL SPECIALITY: PATIENT CARE TECHNICIAN
SECONDARY TECHNICAL SPECIALITY: HEALTH SCIENCE
61 SEMESTER HOURS

CORE CURRICULUM	**36 HOURS**
Communications:	
*ENG 101, SPC 205	
Humanities/Fine Arts (Choose one):	
Humanities Elective	
Social/Behavioral Sciences:	
*PSY 201, PSY 203	
Natural Sciences/Math:	
*BIO 210, *BIO 211, *BIO 225, MAT 155	
Other Courses:	
CPT 101, COL 103	
COURSE REQUIREMENTS	**25 HOURS**
**AHS 104, AHS 106, AHS 119, AHS 143, AHS 145, AHS 163, AHS 166, AHS 181	
TOTAL COURSE OF STUDY	**61 HOURS**

* Recommended choices for students who expectto continue their education at a four-year institution. Entry requirements for these courses are more stringent than for some other options; students should consult with their advisors in regard to prerequisites priorto enrolling in these courses. ENG 155 will also be accepted to satisfy the ENG 101 requirement.

**Minimum of 80% competency required in all AHS courses.

SEMESTER 1		Class	Lab	Credit
AHS 106	CPR & First Aid	1.0	0.0	1.0
AHS 163	Long Term Care	2.0	9.0	5.0
COL 103	College Skills	3.0	0.0	3.0
AHS 104	Medical Vocabulary/Anatomy	2.5	1.5	3.0
		8.5	10.5	12.0
SEMESTER 2				
AHS 143	Phlebotomy Skills	5.0	3.0	6.0
MAT 155	Contemporary Mathematics	3.0	0.0	3.0
HSS 101	Introduction to Humanities	3.0	0.0	3.0
		11.0	3.0	12.0
SEMESTER 3				
AHS 181	Medical Document Formatting for Healthcare	3.0	0.0	3.0
AHS 119	Health Careers	3.0	0.0	3.0
ENG 101	English Composition	3.0	0.0	3.0
BIO 210	Anatomy & Physiology I	3.0	3.0	4.0
		12.0	3.0	13.0
SEMESTER 4				
AHS 145	Electrocardiography	1.0	3.0	2.0
PSY 201	General Psychology	3.0	0.0	3.0
BIO 211	Anatomy & Physiology II	3.0	3.0	4.0
CPT 101	Introductions to Computers	3.0	0.0	3.0
		10.0	6.0	12.0
SEMESTER 5				
PSY 203	Human Growth and Development	3.0	0.0	3.0
AHS 166	ECG in a Clinical Setting	0.0	6.0	2.0
BIO 225	Microbiology	3.0	3.0	4.0
SPC 205	Public Speaking	3.0	0.0	3.0
		9.0	9.0	12.0

ASSOCIATE DEGREE IN APPLIED SCIENCE
GENERAL TECHNOLOGY
PRIMARY TECHNICAL SPECIALITY: MEDICAL ASSISTING
SECONDARY TECHNICAL SPECIALITY: HEALTH SCIENCE
71 SEMESTER HOURS

CORE CURRICULUM: **43 HOURS**

Communications:
ENG 101, ENG 102
Humanities/Fine Arts:
HSS 101
Social/Behavioral Sciences:
PSY 201
Natural Sciences/Math:
BIO 112, MAT 155, MAT 101
Other Courses:
CPT 170, AOT 105, AOT 110, AHS 104, AHS 106, ACC 101

COURSE REQUIREMENTS **28 HOURS**
MED 107, MED 109, MED 112, MED 115, MED 116, MED 120, MED 124, MED 156

TOTAL COURSE OF STUDY **71 HOURS**

Recommended choices for students who expect to continue their education at a four-year institution. Entry requirements for these courses are more stringent than for some other options; students should consult with their advisors in regard to prerequisites prior to enrolling in these courses.

*Minimum of 80% competency required in all designated core courses.

		Class	Lab	Credit
FALL I				
ENG 101	English Composition	3.0	0.0	3.0
MAT 155	Contemporary Mathematics	3.0	0.0	3.0
AOT 105	Keyboarding	3.0	0.0	3.0
HSS 101	Introduction to Humanities	3.0	0.0	3.0
AHS 104	Medical Vocabulary/Anatomy	2.5	1.5	3.0
		14.5	1.5	15.0
SPRING II				
BIO 112	Basic Anatomy & Physiology	3.0	3.0	4.0
ENG 102	English Composition II	3.0	0.0	3.0
MAT 101	Beginning Algebra	3.0	0.0	3.0
ACC 101	Accounting Principles I	3.0	0.0	3.0
		12.0	3.0	13.0
SUMMER I				
*AHS 106	CPR & First Aid	1.0	0.0	1.0
AOT 110	Document Formatting	3.0	0.0	3.0
CPT 170	Microcomputer Applications	3.0	0.0	3.0
PSY 201	General Psychology	3.0	0.0	3.0
		10.0	3.0	10.0
FALL II				
*MED 115	Medical Office Laboratory Procedures I	3.0	3.0	4.0
*MED 107	Medical Office Management	3.0	3.0	4.0
*MED 120	Medical Assistant Emergency Preparedness	2.0	0.0	2.0
*AHS 110	Patient Care Procedures	1.0	3.0	2.0
		9.0	9.0	12.0
SPRING II				
*MED 116	Medical Office Laboratory Procedures II	3.0	3.0	4.0
*MED 109	Medical Business Records	3.0	0.0	3.0
*MED 124	Medical Computer Practicum	3.0	0.0	3.0
*MED 112	Medical Assisting Pharmacology	1.0	3.0	2.0
		10.0	6.0	12.0
SUMMER II				
*MED 156	Clinical Office Experience	0.0	18.0	6.0
SPC 205	Public Speaking	3.0	0.0	3.0
		3.0	18.0	9.0

GENERAL STUDIES CERTIFICATE
15 SEMESTER HOURS

The General Studies Certificate Program provides individuals who are undecided as to their final academic and career goals with an opportunity to earn a certificate by taking courses to meet the requirements of a variety of academic disciplines. The Certificate may be customized for students to explore their individual interests and/or needs. Courses will be selected from approved degree, diploma or certificate programs that are currently being offered by the College. This program is ideal for students to get started in college while working to select a major at OCtech or another institution.

Federal financial aid does not apply to this program.

	Class	Lab	Credit
#General Elective	3.0	0.0	3.0
*Directed Electives	6.0	0.0	6.0
+Open Electives	6.0	0.0	6.0
	15.0	0.0	15.0

#General Elective: 3 Semester credits hours will be selected from approved degree, diploma or certificate programs with the approval of your academic advisor.

*Directed Electives: 6 Semester credits hours will be selected from approved degree, diploma or certificate programs with the approval of your academic advisor.

+Open Electives: 6 Semester credits hours will be selected from approved degree, diploma or certificate programs with the approval of your academic advisor.


2014-2015
COLLEGE CATALOG
HEALTH SCIENCES
ORANGEBURG-CALHOUN TECHNICAL COLLEGE

ASSOCIATE DEGREE IN APPLIED SCIENCE
RADIOLOGIC TECHNOLOGY
93 SEMESTER HOURS

For most people, the term "x-ray" creates an image of someone who has been injured and must have an x-ray to rule out or confirm a broken bone. Due to advancements in technology, today radiation is used to produce images of the body internally and to treat cancer. Special modalities such as Ultrasound, Magnetic Resonance Imaging (MRI), Nuclear Medicine, and Computed Tomography (CT) are growing rapidly.

Radiographers produce x-ray images (radiographs) of the human body for use in diagnosing medical problems. They interact with patients by explaining procedures and various positioning techniques necessary to produce quality images of the body. An extensive knowledge of radiography equipment is essential to produce quality radiographs. Radiographers are highly skilled individuals who through the use of high tech equipment are a vital part of the healthcare team.

Students in OCtech's Radiologic Technology (RAD) program receive a technological education consisting of classroom and clinical experience. Students get "hands on" experience by assisting the radiographer and radiologist in examining patients for disease or injuries by using various imaging modalities and radiographic equipment. RAD students are also exposed to other areas of the hospital in which radiographic procedures are performed, such as in the Emergency Room, Surgery, ICU, Nursery, or the patient's room utilizing mobile X-ray units, Computed Tomography, Nuclear Medicine, Magnetic Resonance Imaging, Ultrasound, Radiation Therapy, Heart Cath, and Special Procedures.

CORE CURRICULUM 20 HOURS
Communications:
ENG 101*
Humanities/Fine Arts (Choose one):
Humanities Elective
Social/Behavioral Sciences:
*PSY 201
Natural Sciences/Math:
*BIO 210,*BIO 211, MAT 102
COURSE REQUIREMENTS 73 HOURS
**RAD 101, RAD 102, RAD 110, RAD 115, RAD 121, RAD 130, RAD 136, RAD 152, RAD 165, RAD 175, **RAD 201, RAD 210, RAD 220, RAD 230, RAD 235, RAD 258, RAD 268, RAD 278, CPT 170, **AHS 145

TOTAL COURSE OF STUDY 93 HOURS

* Recommended choices for students who expect to continue their education at a four-year institution. Entry requirements for these courses are more stringent than for some other options; students should consult with their advisors in regard to prerequisites prior to enrolling in these courses.

** Speech component included.

Minimum of 80% competency required in all RAD courses.

COL 103, College Skills, is recommended for new students.

The mission of the Orangeburg-Calhoun Technical College Department of Radiologic Technology is to provide a comprehensive education in the science of radiography that will allow graduates to deliver efficient healthcare and contribute to the life of the communities of interest.

The OCtech Department of Radiologic Technology serves its communities of interest and its students. The program goals are:
1. The student will possess problem solving and critical thinking abilities needed to function in the changing healthcare environment.
2. The student will demonstrate academic and technical competence as an entry level radiographer.
3. The student will communicate effectively in the classroom and clinical setting.
4. The student will demonstrate professional attitudes, behavior and ethics in the clinical and classroom environment as well as participate in professional development activities.

Graduates of the program are eligible to sit for the official registry exam given by the American Registry of Radiologic Technologists (A.R.R.T.). Upon passing the exam, they are entitled to use the abbreviation R.T. (R.) (A.R.R.T.), which means Registered Radiographer, following their name.

OCtech's Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182; telephone number: (312) 704-5300; e-mail address: mail@jrcert.org or www.jrcert.org

With additional education, Radiologic Technology can be a stepping stone for careers in the related allied health professions, such as Radiation Therapy, Nuclear Medicine, Ultrasound, Education, Management, Special Procedures, Computed Tomography, Magnetic Resonance Imaging and Mammography.

Classes begin in the fall semester only. Admission to the Radiologic Technology program is based on successful completion of required placement tests and proof of high school diploma or G.E.D. Admission requirements may be obtained by attending a Health Information Programs Session or online at www.octech.edu. All applicants are required to attend a session as part of the admissions process. A listing of scheduled sessions can be obtained from the Admissions Office or online at www.octech.edu.

Clinical facilities require students to have a Criminal Background Check and Drug Screen prior to participating in clinical rotations. Students will be required to have a Criminal Background Check and Drug Screen through facilities specified by the College only.

Criminal Background Checks and Drug Screens will be reviewed with designated personnel at the clinical facility. All findings must be satisfactory with the clinical facility prior to clinical placement. Students not accepted for clinical rotations will not be able to successfully complete the course or program. Students are responsible for all fees associated with drug screens and background checks.

Proof of current CPR certification before entering RAD clinical educational centers is required. Proof of CPR should include infant, child, adult and AED-BLS for healthcare providers. Out-of-town travel will be required for selected clinical experiences. Students are responsible for their own transportation to and from the clinical sites. Sites are located in Orangeburg, Columbia and Manning. All students will rotate to the various clinical sites.

Minimum grade of "B" (80%) competency required in all Radiology courses and AHS 145. Minimum grade of "C" is required in all related courses.

ASSOCIATE DEGREE IN APPLIED SCIENCE
RADIOLOGIC TECHNOLOGY
SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL I				
RAD 101	Introduction to Radiography *	1.0	3.0	2.0
RAD 102	Radiology Patient Care Procedures	1.0	3.0	2.0
MAT 102	Intermediate Algebra	3.0	0.0	3.0
BIO 210	Anatomy and Physiology I	3.0	3.0	4.0
RAD 152	Applied Radiography I	0.0	6.0	2.0
RAD 130	Radiographic Procedures I	2.0	3.0	3.0
		10.0	18.0	16.0
SPRING I				
ENG 101	English Composition I	3.0	0.0	3.0
BIO 211	Anatomy and Physiology II	3.0	3.0	4.0
RAD 165	Applied Radiography II	0.0	15.0	5.0
RAD 136	Radiographic Procedures II	2.0	3.0	3.0
RAD 110	Radiographic Imaging I	2.0	3.0	3.0
		10.0	24.0	18.0
SUMMER I				
RAD 115	Radiographic Imaging II	3.0	0.0	3.0
RAD 175	Applied Radiography III	0.0	15.0	5.0
RAD 121	Radiography Physics	3.0	3.0	4.0
		6.0	18.0	12.0
FALL II				
RAD 230	Radiographic Procedures III	2.0	3.0	3.0
RAD 258	Advanced Radiography I	0.0	24.0	8.0
RAD 210	Radiographic Imaging III	3.0	0.0	3.0
PSY 201	General Psychology	3.0	0.0	3.0
		8.0	27.0	17.0
SPRING II				
RAD 201	Radiation Biology	2.0	0.0	2.0
RAD 220	Selected Imaging Topics	3.0	0.0	3.0
RAD 268	Advanced Radiography II	0.0	24.0	8.0
CPT 170	Microcomputer Applications	3.0	0.0	3.0
	Humanities Elective	3.0	0.0	3.0
		11.0	24.0	19.0
SUMMER II				
RAD 278	Advanced Radiography III	4.0	12.0	8.0
RAD 235	Radiography Seminar I	1.0	0.0	1.0
AHS 145	Electrocardiography*	1.0	3.0	2.0
		6.0	15.0	11.0

**Speech component included.*

Minimum of 80% competency required in all Radiology courses.

A minimum grade of "B" is required in AHS 145 and all Radiology courses to graduate from the program.

A minimum grade of "C" is required in all related courses.

ASSOCIATE DEGREE IN APPLIED SCIENCE
RESPIRATORY CARE TECHNOLOGY
84 SEMESTER HOURS

Respiratory Therapists have more exciting career opportunities than ever before. The growing need for respiratory therapists is due to advances in technology and expanding medical practices. According to the U.S. Bureau of Labor and Statistics, Respiratory Care is expected to grow by nearly 30% over the next decade.

Individuals who graduate from the Advanced Level Respiratory Care Program will become an important member of the health care team and work closely with physicians for positive patient outcomes. Therapists are involved with crucial aspects of patient care such as attending high risk pregnancies and C-Sections and must respond to all life threatening hospital medical emergencies.

Therapists must be able to work with diverse groups of patients, from infants to adults, performing procedures such as arterial blood gas analysis, intubation and technologically advanced ventilator management. Therapists also play a vital role in patient education in the areas of cardiac and pulmonary rehabilitation. Students who are accepted into the program will be required to travel to hospital affiliates for clinical practice after their first semester. Clinical practice rotations include physician's rounds and exposure to all aspects of respiratory care.

CORE CURRICULUM 31 HOURS
Communications:
*ENG 101
Humanities/Fine Arts:
Humanities Elective
Behavioral/Social Science:
*PSY 201
Natural Sciences/Math:
*BIO 210, BIO 211, BIO 225, CHM 105, MAT 101
OTHER REQUIRED COURSES
CPT 170
COURSE REQUIREMENTS 53 HOURS
RES 101, RES 121, RES 123, RES 111, RES 131, RES 141, RES 150, RES 152, RES 246, RES 249, RES 253, RES 232, RES 236, RES 205, RES 255, RES 274, RES 241

TOTAL COURSE OF STUDY 84 HOURS

*Recommended choices for students who expect to continue their education at a four-year institution. Entry requirements for these courses are more stringent than for some other options; students should consult with their advisors in regard to prerequisites prior to enrolling in these courses.

Minimum of an 80% competency is required in all RES classes.

COL 103, College Skills, is recommended for all new students.

The mission of the Respiratory Care Program is to provide the advanced training and skills needed to demonstrate strong analytical and technical skills in a variety of health care settings. All Respiratory Care Practitioners are licensed by the State of South Carolina after successful completion of board examinations. Therapist's board credentials include: Certified Respiratory Therapists (CRT) and Registered Respiratory Therapists (RRT).

Career opportunities for graduates may include:
- Neonatal/Pediatric therapy- NICU/PICU, high risk pregnancies, C-sections
- Heart catharization labs
- Home Care – Oxygen therapy, Sleep Apnea (CPAP/BiPAP)
- Polysomnography (Sleep) labs – hospital associated, private corporations
- Physician offices
- Pulmonary Function Testing (PFT) labs
- Long-term care facilities – skilled nursing facilities
- Transport Team – ground and air: neonatal, pediatric and adult
- Education – secondary schools, college/university

Respiratory Therapists can earn BS and Master's degrees in respiratory care, and PhDs in pulmonary sciences.

Upon graduation, the student is eligible to take the Respiratory Care Entry Level Exam administered by the National Board for Respiratory Care to be followed by the Registry Exam. OCtech' s Respiratory Care Program is accredited by the Committee on Accreditation for Respiratory Care (CoARC), 1248 Harwood Road, Bedford, TX, 76021-4244; Telephone: (817) 283-2835; http://www.coarc.com.

Admission to the Respiratory Care Program is based upon successful completion of placement tests and proof of high school diploma or GED. Admissions requirements may be obtained by attending a Health Information Programs Session. All applicants are required to attend a session as part of the admissions process. A listing of scheduled sessions can be obtained from the Admissions Office or online at www.octech.edu on the Health Sciences page.

Classes begin in the fall semester only.

Clinical facilities require students to have a Criminal Background Check and Drug Screen prior to participating in clinical rotations. Students will be required to have a Criminal Background Check and Drug Screen through facilities specified by the College only.

Criminal Background Checks and Drug Screens will be reviewed with designated personnel at the clinical facility. All findings must be satisfactory with the clinical facility prior to clinical placement. Students not accepted for clinical rotations will not be able to successfully complete the course or program. Students are responsible for all fees associated with drug screens and background checks.

Special Note: Proof of current CPR certification before entering RES clinical education centers is required. Proof of CPR should include infant, child, adult and AED-BLS for healthcare providers. Out of town travel will be required for selected clinical experiences and seminars.

Minimum of an 80% competency is required in all RES courses.
A minimum grade of "C" is required in all related courses.

ASSOCIATE DEGREE IN APPLIED SCIENCE
RESPIRATORY CARE TECHNOLOGY
SEMESTER CURRICULUM MODEL

		Class	Lab	Credits
FALL I				
RES 101	Introduction to Resp. Care	2.0	3.0	3.0
RES 121	Respiratory Skills I	3.0	3.0	4.0
RES 123	Cardiopulmonary Physiology	2.0	3.0	3.0
MAT 101	Beginning Algebra	3.0	0.0	3.0
BIO 210	Anatomy and Physiology I	3.0	3.0	4.0
		13.0	12.0	17.0
SPRING I				
RES 111	Pathophysiology	1.0	3.0	2.0
RES 131	Respiratory Skills II	3.0	3.0	4.0
RES 150	Clinical Applications I	0.0	12.0	4.0
BIO 211	Anatomy and Physiology II	3.0	3.0	4.0
PSY 201	General Psychology	3.0	0.0	3.0
		10.0	21.0	17.0
SUMMER I				
RES 141	Respiratory Skills III	2.0	3.0	3.0
RES 152	Clinical Applications II	0.0	9.0	3.0
ENG 101	English Composition I	3.0	0.0	3.0
		5.0	12.0	9.0
FALL II				
RES 232	Respiratory Therapy Therapeutics	2.0	0.0	2.0
RES 246	Respiratory Pharmacology	2.0	0.0	2.0
RES 249	Comprehensive Applications	1.0	3.0	2.0
RES 253	Advanced Clinical Practice Studies I	0.0	18.0	6.0
BIO 225	Microbiology	3.0	3.0	4.0
		8.0	24.0	16.0
SPRING II				
RES 205	Neonatal Respiratory Care	1.0	3.0	2.0
RES 236	Cardiopulmonary Diagnostics	2.0	3.0	3.0
RES 255	Clinical Practice	0.0	15.0	5.0
CPT 170	Microcomputer Applications	3.0	0.0	3.0
CHM 105	General, Organic and Biochemistry	3.0	3.0	4.0
		9.0	24.0	17.0
SUMMER II				
RES 241	Advanced Respiratory Care Transition	0.0	3.0	1.0
RES 274	Advanced Clinical Practice	0.0	12.0	4.0
*****	Humanities Elective	3.0	0.0	3.0
		3.0	15.0	8.0

Minimum of an 80% competency is required in all RES courses.

A minimum grade of "C"is required in all related courses.

Recommended additional course AHS 104.

* Approved substitutions may apply.

ASSOCIATE DEGREE IN APPLIED SCIENCE
PHYSICAL THERAPIST ASSISTANT
76 SEMESTER HOURS
MODEL FOR 2014-15 PROGRAM ENTRY

Physical Therapist Assistants are skilled healthcare professionals qualified to perform selected physical therapy interventions under the direction and supervision of a Physical Therapist. They can treat individuals of any age with health conditions or physical limitations that impair their ability to perform activities of daily living. Physical Therapist Assistants can treat patients in a variety of settings, including hospitals, outpatient clinics, rehabilitation facilities, skilled nursing centers, extended care facilities, sub-acute facilities, home health care agencies, education or research centers, school systems, Hospices, corporate or industrial health centers, occupational and workplace environments, athletic facilities, and fitness or sports training centers. The goal of physical therapy intervention is to prevent or improve the loss of mobility so people can live more active lifestyles.

Treatment interventions provided by Physical Therapist Assistants, under the direction of a Physical Therapist, promote functional independence through coordination, communication, documentation, patient/client related instruction, and direct intervention. Examples of direct intervention include aerobic endurance activities, aquatic exercises, balance and coordination training, body mechanics, ergonomic training, breathing strategies, ventilator muscle training, conditioning and reconditioning training, developmental training, gait and locomotion training, motor function training, neuromuscular education, relaxation, inhibition, or facilitation training, perceptual training, posture awareness training, sensory training, strengthening, stretching, or structural play.

The mission of the Physical Therapist Assistant Program at Orangeburg-Calhoun Technical College is to provide a comprehensive and engaging curriculum to graduate competent PTAs who are capable of progressing movement in rural health care settings by delivering professional, ethical, and evidenced-based services.

CORE CURRICULUM 29 HOURS
Communications:
ENG 101*
Humanities/Fine Arts (Choose one):
Humanities Elective**
Social/Behavioral Sciences:
PSY 201*, PSY 203*
Natural Sciences/Math:
BIO 210*, BIO 211*, AHS 104, CPT 170 OR CPT 101*, MAT 102

COURSE REQUIREMENTS 47 HOURS
PTH 101, PTH 102, PTH 115, PTH 202, PTH 205, PTH 221, PTH 222, PTH 235, PTH 240, PTH 242, PTH 244, PTH 252, PTH 266, PTH 270, PTH 275, PTH 276

TOTAL COURSE OF STUDY 76 HOURS

***University transfer level courses.**
****A complete list of approved electives is available through the Program Coordinator.**

An 80% competency is required for all PTH courses.

COL 103 is recommended for new students.

To better serve our communities of interest, the Physical Therapist Assistant Program at Orangeburg-Calhoun Technical College is committed to the following program goals:

Program Goal 1: The student will meet requirements to be eligible to sit for the National Physical Therapy Examination (NPTE).

Program Goal 2: The graduate will secure a position as an entry level PTA.

Program Goal 3: The graduate will demonstrate legal and ethical practice consistent with the APTA's Standards of Ethical Conduct for the PTA under the direction and supervision of a Physical Therapist.

Program Goal 4: The graduate will participate in professional growth through lifelong learning activities.

Program Goal 5: The program will provide students with a comprehensive and engaging curriculum that will prepare them to treat complex patients with multiple comorbidities by delivering professional, ethical, and evidenced-based services in rural health care settings.

Program Goal 6: The program will seek to reflect the demographics of the college in the application pool.

Program Goal 7: The program will provide quality facilities, up-to-date equipment, and technology to support student success.

Program Goal 8: The program will obtain CAPTE accreditation.

Admission to the Physical Therapist Assistant Program is competitive and based on specific requirements that can be obtained from attending a Health Information Programs (HIP) Session. A listing of these scheduled sessions can be found online at http://www.octech.edu on the Health Sciences page. Students can also take the HIP Session online. Twenty students are selected for enrollment in the Physical Therapist Assistant Program each summer.

A Criminal Background Test and Drug Screen through facilities specified by the College, a physical, and proof of CPR certification including infant, child, adult, and AED-BLS will also be required prior to beginning the program. Please note that students who have prior convictions of a crime, excluding minor traffic violations, and/or have had disciplinary action against them may not be granted the privilege to take the National Physical Therapy Examination.

Students in OCtech's Physical Therapist Assistant (PTA) Program will receive a technical education consisting of classroom, laboratory, and clinical experience. Students get "hands on" experience through role play with classmates and faculty during lab sessions and through real patients/clients under the supervision of a clinical instructor during three separate clinical affiliations.

A minimum grade of "B" is required in all physical therapy related courses.

Upon graduation from OCtech, the student will receive an Associate Degree in Applied Science with a Major in Physical Therapist Assistant and will be eligible to sit for the National Physical Therapy Examination.

Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; phone; 703-706-3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states.

Effective April 30, 2014, Orangeburg-Calhoun Technical College's Physical Therapist Assistant Program has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education (1111 North Fairfax Street, Alexandria, VA, 22314; phone: 703-706-3245; email: accreditation@apta.org). Candidate for Accreditation is a pre-accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates thatthe program may matriculate students in technical/professional courses and that the program is progressing toward accreditation. Candidate for Accreditation is not an accreditation status nor does it assure eventual accreditation.

ASSOCIATE DEGREE IN APPLIED SCIENCE
PHYSICAL THERAPIST ASSISTANT
SEMESTER CURRICULUM MODEL
2014-15

		Class	Lab	Credit
FALL I				
BIO 210	Anatomy and Physiology I	3.0	3.0	4.0
ENG 101	English Composition I	3.0	0.0	3.0
PSY 201	General Psychology	3.0	0.0	3.0
MAT 102	Intermediate Algebra	3.0	0.0	3.0
AHS 104	Medical Vocabulary/Anatomy	3.0	0.0	3.0
		15.0	3.0	16.0
SPRING I				
BIO 211	Anatomy and Physiology II	3.0	3.0	4.0
PSY 203	Human Growth and Development	3.0	0.0	3.0
	Humanities Elective	3.0	0.0	3.0
CPT 170	Microcomputer Application OR			
CPT 101	Introduction to Computers	3.0	0.0	3.0
		12.0	3.0	13.0
SUMMER I				
PTH 205	Physical Therapy Functional Anatomy	3.0	3.0	4.0
PTH 240	Therapeutic Exercises/Application	4.0	3.0	5.0
PTH 101	Physical Therapy Professional Preparation	2.0	0.0	2.0
PTH 221	Pathology I	2.0	0.0	2.0
PTH 252	Clinical Practice	0.0	6.0	2.0
		11.0	12.0	15.0
FALL II				
PTH 202	Physical Therapy Modalities	3.0	3.0	4.0
PTH 242	Orthopedic Management	3.0	3.0	4.0
PTH 235	Interpersonal Dynamics	2.0	0.0	2.0
PTH 222	Pathology II	2.0	0.0	2.0
PTH 266	Physical Therapy Practicum I	0.0	18.0	6.0
		10.0	24.0	18.0
SPRING II				
PTH 275	Advanced Professional Preparation	1.0	0.0	1.0
PTH 270	Special Topics in Physical Therapy	3.0	0.0	3.0
PTH 244	Rehabilitation	3.0	3.0	4.0
PTH 276	Physical Therapy Practicum II	0.0	18.0	6.0
		7.0	21.0	14.0

Minimum grade of "C" is required in all related courses (Fall I and Spring I courses).
Minimum of 80% competency required in all Physical Therapy courses (Summer I, Fall II, and Spring II courses).

*Students may alter the course schedule for Fall I and Spring I semesters. Courses in Summer I, Fall II, and Spring II semesters MUST be taken in sequence.

Effective Summer 2015 – SPC 205 – Public Speaking will be required for competitive entry into the Physical Therapist Assistant Program. Students preparing competitive program admission packets should plan to take SPC 205 in the spring of 2015.

ASSOCIATE DEGREE IN APPLIED SCIENCE
PHYSICAL THERAPIST ASSISTANT
78 SEMESTER HOURS
MODEL FOR 2015-16 PROGRAM ENTRY

The new 2015 Physical Therapist Assistant Program model is detailed on the following pages for student use in preparing for registration and for submission of competitive entry packets.

CORE CURRICULUM 32 HOURS
Communications:
ENG 101*
Humanities/Fine Arts (Choose one):
Humanities Elective**
Social/Behavioral Sciences:
PSY 201*, PSY 203*, SPC 205
Natural Sciences/Math:
BIO 210*, BIO 211*, AHS 104, CPT 170 OR CPT 101*, MAT 102

COURSE REQUIREMENTS 46 HOURS
PTH 101, PTH 102, PTH 115, PTH 202, PTH 205, PTH 235, PTH 240, PTH 242, PTH 244, PTH 266, PTH 270, PTH 275, PTH 276

TOTAL COURSE OF STUDY 78 HOURS

***University transfer level courses.**
****A complete list of approved electives is available through the Program Coordinator.**

An 80% competency is required for all PTH courses.

Physical Therapist Assistants are skilled healthcare professionals qualified to perform selected physical therapy interventions under the direction and supervision of a Physical Therapist. They can treat individuals of any age with health conditions or physical limitations that impair their ability to perform activities of daily living. Physical Therapist Assistants can treat patients in a variety of settings, including hospitals, outpatient clinics, rehabilitation facilities, skilled nursing centers, extended care facilities, sub-acute facilities, home health care agencies, education or research centers, school systems, Hospices, corporate or industrial health centers, occupational and workplace environments, athletic facilities, and fitness or sports training centers. The goal of physical therapy intervention is to prevent or improve the loss of mobility so people can live more active lifestyles.

Treatment interventions provided by Physical Therapist Assistants, under the direction of a Physical Therapist, promote functional independence through coordination, communication, documentation, patient/client related instruction, and direct intervention. Examples of direct intervention include aerobic endurance activities, aquatic exercises, balance and coordination training, body mechanics, ergonomic training, breathing strategies, ventilator muscle training, conditioning and reconditioning training, developmental training, gait and locomotion training, motor function training, neuromuscular education, relaxation, inhibition, or facilitation training, perceptual training, posture awareness training, sensory training, strengthening, stretching, or structural play.

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Program Goal 3: The graduate will demonstrate legal and ethical practice consistent with the APTA's Standards of Ethical Conduct for the PTA under the direction and supervision of a Physical Therapist.

Program Goal 4: The graduate will participate in professional growth through lifelong learning activities.

Program Goal 5: The program will provide students with a comprehensive and engaging curriculum that will prepare them to treat complex patients with multiple comorbidities by delivering professional, ethical, and evidenced-based services in rural health care settings.

Program Goal 6: The program will seek to reflect the demographics of the college in the application pool.

Program Goal 7: The program will provide quality facilities, up-to-date equipment, and technology to support student success.

Admission to the Physical Therapist Assistant Program is competitive and based on specific requirements that can be obtained from attending a Health Information Programs (HIP) Session. A listing of these scheduled sessions can be found online at http://www.octech.edu on the Health Sciences page. Students can also take the HIP Session online. Twenty students are selected for enrollment in the Physical Therapist Assistant Program each summer.

A Criminal Background Test and Drug Screen through facilities specified by the College, a physical, and proof of CPR certification including infant, child, adult, and AED-BLS will also be required prior to beginning the program. Please note that students who have prior convictions of a crime, excluding minor traffic violations, and/or have had disciplinary action against them may not be granted the privilege to take the National Physical Therapy Examination.

Students in OCtech's Physical Therapist Assistant (PTA) Program will receive a technical education consisting of classroom, laboratory, and clinical experience. Students get "hands on" experience through role play with classmates and faculty during lab sessions and through real patients/clients under the supervision of a clinical instructor during three separate clinical affiliations.

A minimum grade of "B" is required in all physical therapy related courses.

Upon graduation from OCtech, the student will receive an Associate Degree in Applied Science with a Major in Physical Therapist Assistant and will be eligible to sit for the National Physical Therapy Examination.

Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; phone; 703-706-3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states.

Effective April 30, 2014, Orangeburg-Calhoun Technical College's Physical Therapist Assistant Program has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education (1111 North Fairfax Street, Alexandria, VA, 22314; phone: 703-706-3245; email: accreditation@apta.org). Candidate for Accreditation is a pre-accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates thatthe program may matriculate students in technical/professional courses and that the program is progressing toward accreditation. Candidate for Accreditation is not an accreditation status nor does it assure eventual accreditation.

ASSOCIATE DEGREE IN APPLIED SCIENCE
PHYSICAL THERAPIST ASSISTANT
SEMESTER CURRICULUM MODEL
2015-16

		Class	Lab	Credit
FALL I				
BIO 210	Anatomy and Physiology I	3.0	3.0	4.0
ENG 101	English Composition I	3.0	0.0	3.0
PSY 201	General Psychology	3.0	0.0	3.0
MAT 102	Intermediate Algebra	3.0	0.0	3.0
AHS 104	Medical Vocabulary/Anatomy	3.0	0.0	3.0
		15.0	3.0	16.0
SPRING I				
BIO 211	Anatomy and Physiology II	3.0	3.0	4.0
PSY 203	Human Growth and Development	3.0	0.0	3.0
	Humanities Elective	3.0	0.0	3.0
CPT 170	Microcomputer Application **OR**	3.0	0.0	3.0
CPT 101	Introduction to Computers	3.0	0.0	3.0
SPC 205	Public Speaking	3.0	0.0	3.0
		15.0	3.0	16.0
SUMMER I				
PTH 205	Physical Therapy Functional Anatomy	3.0	3.0	4.0
PTH 240	Therapeutic Exercises/Application	4.0	3.0	5.0
PTH 101	Physical Therapy Professional Preparation	2.0	0.0	2.0
PTH 102	Introduction to Physical Therapy	2.0	0.0	2.0
		11.0	6.0	13.0
FALL II				
PTH 202	Physical Therapy Modalities	3.0	3.0	4.0
PTH 242	Orthopedic Management	3.0	3.0	4.0
PTH 235	Interpersonal Dynamics	2.0	0.0	2.0
PTH 115	Pathology	3.0	0.0	3.0
PTH 266	Physical Therapy Practicum I	0.0	18.0	6.0
		11.0	24.0	19.0
SPRING II				
PTH 275	Advanced Professional Preparation	1.0	0.0	1.0
PTH 270	Special Topics in Physical Therapy	3.0	0.0	3.0
PTH 244	Rehabilitation	3.0	3.0	4.0
PTH 276	Physical Therapy Practicum II	0.0	18.0	6.0
		7.0	21.0	14.0

Minimum grade of "C" is required in all related course (Fall I and Spring I courses).
Minimum of 80% competency required in all Physical Therapy courses (Summer I, Fall II, and Spring II courses).

*Students may alter the course schedule for Fall I and Spring I semesters. Courses in Summer I, Fall II, and Spring II semesters MUST be taken in sequence.

DIPLOMA IN APPLIED SCIENCE
MEDICAL ASSISTING
46 SEMESTER HOURS

The Medical Assisting (MA) program prepares students for career opportunities, which require knowledge of basic office, patient care and laboratory skills in medical offices, clinics, and hospitals.

Medical assistants are multi-skilled allied health professionals specifically educated to work in ambulatory settings performing administrative and clinical duties. The practice of medical assisting directly influences the public's health and well-being and requires mastery of a complex body of knowledge and specialized skills requiring both formal education and practical experience that serve as standards for entry into the profession.

Well-balanced instruction in business skills and medical procedures enables the graduate to assist the physician in routine practice. The responsibilities of medical assistants vary, depending on whether they work in a clinic, hospital, large group practice, or small private office.

CORE CURRICULUM 12 HOURS
Communications:
ENG 155
Social/Behavioral Sciences:
PSY 201
Natural Sciences/Math:
MAT 155, BIO 110
COURSE REQUIREMENTS 34 HOURS
AHS 104, AHS 110, AHS 181, MED 107, MED 109, MED 112, MED 115, MED 116, MED 124, MED 156,

TOTAL COURSE OF STUDY 46 HOURS

A minimum competency of 80% is required in all MOA courses. A minimum grade of "C" is required in all related courses.

COL 103, College Skills, is recommended for new students.

Externships in area medical practices provide clinical experience in obtaining patient histories, assisting in examinations and certain diagnostic testing, acquiring patient specimens, performing laboratory tests, processing and coding insurance, scheduling appointments for the physician, collecting payments, and patient education. Externships are available only during day hours. The student may be required to travel out of town for selected clinical experience. Assignment of clinical externship is based on availability of affiliated clinical facilities.

The MA program enjoys a very supportive relationship with local physician's offices, clinics, and hospitals. As a result of these relationships, these facilities provide externship opportunities for the Medical Assisting students and a large number of the graduates are subsequently employed by these sites.

The MA curriculum provides the student with a general health care background, which can be used as a stepping-stone to other health care or administrative fields. MA graduates can pursue nursing, medical laboratory technology, radiologic technology, respiratory care technology, word processing, medical transcription, or office systems technology careers.

The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Medical Assisting Education Review Board (MAERB). CAAHEP, 1361 Park Street, Clearwater, FL 33756; telephone: (727) 210-2350; www.caahep.org. Graduates of the program are eligible to take the certification exam for medical assistants given by the American Association of Medical Assistants, 20 North Wacker Drive, Suite 1575, Chicago, IL, 60606; telephone: (312) 899-1500; www.aama-ntl.org.

A student may enroll in a CAAHEP accredited Medical Assisting program, but upon graduation may not be eligible to take the certification exam and become a Certified Medical Assistant without a waiver as established by the Certifying Board. Note: Individuals who have been found guilty of a felony or pleaded guilty to a felony are not eligible to take the CMA Exam; however, the Certifying Board may grant a waiver based upon mitigating circumstances. Students who may be affected by this should contact the American Association of Medical Assistants at 20 North Wacker Drive, Suite 1575, Chicago, IL 60606-2903 to clarify eligibility status to sit for the AAMA exam.

Admission to the MA program is based on successful completion of required placement tests and proof of high school diploma or G.E.D. Admission requirements may be obtained by attending a Health Information Programs (HIP) session. All applicants are required to attend a seminar as part of the admissions process. A listing of scheduled sessions can be obtained from the Admissions Office or online at www.octech.edu on the Health Sciences page.

An admissions physical examination validating health status is required. Proof of CPR (infant, child, adult and AED-BLS for healthcare providers) is required before the MA goes to clinicals. As part of the admissions process, students will be required to have a Criminal Background Check and Drug Screen through facilities specified by the College.

The Commission on Allied Health Education Programs certified the Diploma Medical Assisting Program and judged it to be in compliance with the nationally established standards on September 20, 2013. This Continuing Accreditation is good for ten years until the next scheduled on-site review to occur no later than March 2023.

A minimum competency of 80% is required in all MA courses.
A minimum grade of "C" is required in all related courses.

DIPLOMA IN APPLIED SCIENCE
MEDICAL ASSISTING
SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL				
AHS 104	Medical Vocabulary/Anatomy	2.5	1.5	3.0
MAT 155	Contemporary Mathematics	3.0	0.0	3.0
MED 115	Medical Office Lab Procedures I	3.0	3.0	4.0
BIO 110	General Anatomy and Physiology	3.0	0.0	3.0
MED 107	Medical Office Management	3.0	3.0	4.0
		14.5	7.5	17.0
SPRING				
AHS 110	Patient Care Procedures	1.0	3.0	2.0
AHS 181	Medical Document Formatting	3.0	0.0	3.0
MED 116	Medical Office Lab Procedures II	3.0	3.0	4.0
MED 109	Medical Business Records	3.0	0.0	3.0
MED 112	Medical Assisting Pharmacology	1.0	3.0	2.0
MED 124	Medical Computer Practicum	3.0	0.0	3.0
		14.0	9.0	17.0
SUMMER				
ENG 155	Communications I	3.0	0.0	3.0
PSY 201	General Psychology	3.0	0.0	3.0
MED 156	Clinical Experience I	0.0	18.0	6.0
		6.0	18.0	12.0

CERTIFICATE IN PATIENT CARE TECHNICIAN (PCT)
36 SEMESTER HOURS

Patient care technicians are multi-skilled healthcare providers, with training in basic patient care, blood collection, and electrocardiography. Under the supervision of nursing and medical staff, patient care technicians are employable in a variety of healthcare settings. Students will gain the knowledge and skills to function as beginning-level staff in hospitals, clinics, long-term care facilities, laboratories, and physicians' offices.

The PCT curriculum consists of a three semester course load, including nursing assistant, phlebotomy, and electrocardiography. Nursing assistant training will introduce basic patient care skills, and prepare candidates for state certification through the Department of Health and Human Services, earning the title of Certified Nursing Assistant (CNA). Students will also become CPR and First Aid certified. Certification is required to progress through the program. Phlebotomy training consists of blood collection using needles, as well as an overview of commonly used laboratory techniques. Electrocardiography (ECG) training prepares the students to complete successful cardiac monitoring procedures. After completing Phlebotomy and ECG, the PCT student will be able to attempt national certification in Phlebotomy Technician, ECG Technician, and Patient Care Technician.

Additionally, the Patient Care Technician certificate prepares students to enter other programs at OCtech, as well as other health career programs. Students may obtain general credits toward a future degree program.

Semester 1		**Class**	**Lab**	**Credit**
AHS 106	Cardiopulmonary Resuscitation*	1.0	0.0	1.0
AHS 163	Long Term Care	2.0	9.0	5.0
BIO 110	General Anatomy and Physiology	3.0	0.0	3.0
ENG 155	Communications I	3.0	0.0	3.0
		9.0	9.0	12.0
Semester 2				
AHS 143	Phlebotomy Skills	5.0	3.0	6.0
BIO 112	Basic Anatomy and Physiology	3.0	3.0	4.0
MAT 155	Contemporary Mathematics	3.0	0.0	3.0
		11.0	6.0	13.0
Semester 3				
AHS 104	Medical Vocabulary/Anatomy *__or__ take AHS 119	2.5	1.5	3.0
AHS 145	Electrocardiography	1.0	3.0	2.0
AHS 166	ECG in a Clinical Setting	0.0	6.0	2.0
BIO 210	Anatomy and Physiology I	3.0	3.0	4.0
		4.0	12.0	11.0

*AHS 149 Health Care Skills I can be used in lieu of AHS 106 Cardiopulmonary Resuscitation.

CERTIFICATE IN COMPUTED TOMOGRAPHY
22 SEMESTER HOURS

Computed Tomography (CT) also known as Cat Scan, is an advanced level imaging procedure. CT uses x-rays and computer processing to produce cross-sectional images of the body part being scanned. CT is an invaluable radiologic diagnostic tool.

The two-semester, CT program is designed to include both online and clinical applications to prepare students to produce images for diagnostic, treatment planning, and investigative purposes. The certificate courses are sequenced so the registered radiographer can take the twenty-two credit hour courses and obtain knowledge of basic computed tomography and clinical applications. The program begins each August and accepts a limited number of students. Upon completion of the program, the student will be prepared to sit for the ARRT post primary registry in Computed Tomography.

All didactic courses are taught online. Students are responsible for obtaining approval from their desired clinical site. Students will be required to submit copies of the following as part of the admissions process: valid SC Driver's License (if a resident of SC) or Birth Certificate, current ARRT/ARDMS/NMTCB card and state license (SCRQSA card if SC resident). A Criminal Background Check, current 10 panel Drug Screening, proof of current CPR certification, 2 step TB (PPD) test, Chickenpox vaccination/titer, MMR vaccinations, Hepatitis B vaccinations, Tetanus, Diphtheria, and Pertussis (TDAP) vaccinations, a recent Physical and Health Form, provided by the college, are required before entering the CT clinical education centers.

Applicants must be registered and in good standing with the American Registry of Radiologic Technologists (ARRT) in Radiography, Nuclear Medicine, Radiation Therapy, the American Registry of Diagnostic Medical Sonography (ARDMS) for Ultrasound or the Nuclear Medicine Technology Certification Board (NMTCB) for Nuclear Medicine. New registry eligible applicant acceptance is contingent upon passing the ARRT/ARDMS/NMTCB exam within one month of graduation.

SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL				
*RAD 103	Introduction to Computed Tomography (1st 8 weeks course)	2.0	0.0	2.0
*AHS 206	Cross-Sectional Anatomy for Medical Imaging	2.0	0.0	2.0
*RAD 132	CT of the Neck, Abdomen, and Pelvis (2nd 8 weeks course)	1.0	0.0	1.0
RAD 150	Clinical Applications I	0.0	12.0	4.0
		5.0	12.0	9.0
SPRING				
*RAD 120	Principles of Computed Tomography (1st 8 weeks course)	3.0	0.0	3.0
*RAD 131	CT of the Head & Spine (1st 8 weeks course)	1.0	0.0	1.0
*RAD 133	CT of the Extremities (2nd 8 weeks course)	1.0	0.0	1.0
RAD 160	Clinical Applications II	0.0	18.0	6.0
*RAD 280	Advanced Imaging I (2nd 8 weeks course)	2.0	0.0	2.0
		7.0	18.0	13.0

*Denotes courses which will be offered online.

CERTIFICATE IN MAGNETIC RESONANCE IMAGING
31 SEMESTER HOURS

Magnetic Resonance Imaging (MRI) is an advanced level medical imaging procedure. MRI uses the interaction of magnetic fields and radio waves with tissues to produce cross-sectional images of the body parts being scanned. MRI continues to advance in its science and provide useful information in medical research and medicine. This modality, unlike Radiology and Computed Tomography, is used to provide anatomic and physiologic information without the use of ionizing radiation.

The two-semester program is designed to include both online and clinical applications and begins each August. The certificate courses are sequenced so the registered radiographer can take the thirty-one credit hour courses and obtain knowledge of basic magnetic resonance imaging and clinical applications. Upon completion of the program, the student will be prepared to sit for the ARRT advanced, post-primary registry in magnetic resonance imaging.

All didactic courses are taught online. Students are responsible for obtaining approval from their desired clinical site. Students will be required to submit copies of the following as part of the admissions process: valid SC Driver's License (if a resident of SC) or Birth Certificate, current ARRT/ARDMS/NMTCB card and SCRQSA card (if SC resident). A Criminal Background Check, current 10 panel Drug Screening, proof of current CPR certification, 2 step TB (PPD) test, Chickenpox vaccination/titer, MMR vaccinations, Hepatitis B vaccinations, Tetanus, Diphtheria, and Pertussis (TDAP) vaccinations, a recent Physical and Health Form, provided by the college, are required before entering the MRI clinical education centers.

Applicants must be registered and in good standing with the American Registry of Radiologic Technologists (ARRT) in Radiography, Nuclear Medicine, Radiation Therapy, the American Registry of Diagnostic Medical Sonography (ARDMS) for Ultrasound or the Nuclear Medicine Technology Certification Board (NMTCB) for Nuclear Medicine. New registry eligible applicant acceptance is contingent upon passing the ARRT/ARDMS/NMTCB exam within one month of graduation.

SEMESTER CURRICULUM MODEL

FALL		Class	Lab	Credit
*MRI 101	Introduction to MRI	1.0	0.0	1.0
*MRI 111	MRI Physics	5.0	0.0	5.0
*MRI 135	MRI Procedures of the Head & Neck	3.0	0.0	3.0
*MRI 136	MRI Procedures of the Musculoskeletal System	3.0	0.0	3.0
MRI 152	MRI Clinical Practicum I	0.0	18.0	6.0
		12.0	18.0	18.0
SPRING				
*MRI 120	Advanced MR Imaging	2.0	0.0	2.0
*MRI 137	MRI Procedures of the Abdomen & Pelvis	3.0	0.0	3.0
*MRI 138	MRI Procedures of the Thorax	3.0	0.0	3.0
MRI 162	MRI Clinical Practicum II	0.0	15.0	5.0
		8.0	15.0	13.0

*Denotes courses which will be offered online.

CERTIFICATE IN MAMMOGRAPHY
9 SEMESTER HOURS

Mammography is an advanced-level imaging procedure. It uses low-energy x-rays and computers to produce images of the breast. These images, called Mammograms, aid physicians in the diagnosis and treatment of breast disease.

The one semester program includes both online and clinical applications and begins in August and January of each year. Students are prepared to use x-rays to produce mammograms for diagnostic and screening purposes. Upon completion of the program, the student will be prepared to sit for the American Registry of Radiologic Technologists (ARRT) Mammography exam. The didactic courses are taught online. Students are required to obtain approval from their desired clinical education center.

Students will be required to submit copies of the following as part of the admissions process: valid SC Driver's License (if a resident of SC) or Birth Certificate, current ARRT/ARDMS/NMTCB card and SCRQSA card (if SC resident). A Criminal Background Check, current 10 panel Drug Screening, proof of current CPR certification, 2 step TB (PPD) test, Chickenpox vaccination/titer, MMR vaccinations, Hepatitis B vaccinations, Tetanus, Diphtheria, and Pertussis (TDAP) vaccinations, a recent Physical and Health Form, provided by the college, are required before entering the Mammography clinical education centers.

Applicants must be registered and in good standing with the American Registry of Radiologic Technologists (ARRT) in Radiography, Nuclear Medicine, Radiation Therapy, the American Registry of Diagnostic Medical Sonography (ARDMS) for Ultrasound or the Nuclear Medicine Technology Certification Board (NMTCB) for Nuclear Medicine. New registry eligible applicant acceptance is contingent upon passing the ARRT/ARDMS/NMTCB exam within one month of graduation.

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SEMESTER CURRICULUM MODEL

FALL		Class	Lab	Credit
*RAD 118	Seminars in Mammography	1.0	0.0	1.0
*RAD 122	Breast Anatomy, Physiology, and Pathology	1.0	0.0	1.0
*RAD 123	Mammography Positioning	1.0	0.0	1.0
*RAD 117	Breast Imaging Equipment & Quality Assurance	2.0	0.0	2.0
RAD 125	Clinical Applications in Mammography	0.0	12.0	4.0
		5.0	12.0	9.0

*Denotes courses which will be offered online.

CERTIFICATE IN PRE-HEALTH INFORMATION MANAGEMENT
36 SEMESTER HOURS

Health Information Managers use office and management skills to assemble and maintain complete and accurate patient hospital reports. In addition, they review records and code all patient data into computers. They are employed in a variety of health care facilities such as acute care, ambulatory care, long-term care, industrial clinics, health care agencies, and insurance companies.

SEMESTER CURRICULUM MODEL

Fall		Class	Lab	Credit
AHS 104	Medical Vocabulary/Anatomy	2.5	1.5	3.0
BIO 210	Anatomy and Physiology I	3.0	3.0	4.0
ENG 101	English Composition I	3.0	0.0	3.0
CPT 101	Introduction to Computers	3.0	0.0	3.0
	Humanities Elective	3.0	0.0	3.0
		14.5	4.5	16.0
SPRING				
BIO 211	Anatomy & Physiology II	3.0	3.0	4.0
ENG 102	English Composition II	3.0	0.0	3.0
PSY 201	General Psychology	3.0	0.0	3.0
		9.0	3.0	10.0
SUMMER				
BIO 225	Microbiology	3.0	3.0	4.0
MAT 120	Probability and Statistics	3.0	0.0	3.0
SPC 205	Public Speaking	3.0	0.0	3.0
		9.0	3.0	10.0

CERTIFICATE IN PRE-DENTAL HYGIENE
37 SEMESTER HOURS

Dental Hygienists clean teeth by removing calculus, stains and plaque and provide other preventive dental care, such as taking dental x-rays. In addition to examining patients' teeth and gums and recording their findings, they teach patients how to practice good oral hygiene.

An increase in the need for Dental Hygienists is expected to continue in response to the growing demand for dental care and the greater substitution of hygienists for services previously performed by dentists.

Students who complete the Pre-Dental Hygiene Certificate Curriculum with a 2.5 GPA and "C" or above on all science and math courses may make application to continue their program of study at another technical college. Students are encouraged to contact their intended college in order to assure transferability of credits.

PRE-DENTAL HYGIENE CERTIFICATE
SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL				
BIO 210	Anatomy & Physiology I	3.0	3.0	4.0
MAT 155	Contemporary Mathematics	3.0	0.0	3.0
PSY 201	General Psychology	3.0	0.0	3.0
		9.0	3.0	10.0
SPRING				
BIO 211	Anatomy & Physiology II	3.0	3.0	4.0
ENG 101	English Composition I	3.0	0.0	3.0
CHM 105	General, Organic & Biochemistry	3.0	3.0	4.0
CPT 170	Microcomputer Applications	3.0	0.0	3.0
		12.0	6.0	14.0
SUMMER				
SOC 101	Introduction to Sociology	3.0	0.0	3.0
ENG 102	English Composition II	3.0	0.0	3.0
BIO 225	Microbiology	3.0	3.0	4.0
	Humanities Elective	3.0	0.0	3.0
		12.0	3.0	13.0

A minimum grade of "C" is required in all courses.

CERTIFICATE IN PRE-OCCUPATIONAL THERAPY ASSISTANT
29 SEMESTER HOURS

Occupational Therapy Assistants, under the supervision of an Occupational Therapist, work with individuals who have conditions that are mentally, physically, developmentally, or emotionally disabling, and help them develop, recover, and maintain daily living and working skills. They not only help clients improve their basic motor functions and reasoning abilities, but also help them learn to compensate for a permanent loss of function. In effect, their goal is to help clients have independent, productive, and satisfying lives.

Occupational Therapy Assistants need patience and strong interpersonal skills to inspire trust and respect from their clients. Ingenuity and imagination in adapting activities to individual needs are assets.

Students who complete the Pre-Occupational Therapy Assistant Curriculum with a 2.5 GPA and "C" or above on all science and math courses may make application to continue their program of study at another technical college. Students are encouraged to contact their intended college in order to assure transferability of credits.

SEMESTER CURRICULUM MODEL

FALL		Class	Lab	Credit
BIO 210	Anatomy & Physiology I	3.0	3.0	4.0
ENG 101	English Composition I	3.0	0.0	3.0
CPT 101	Introduction to Computers	3.0	0.0	3.0
PSY 201	General Psychology	3.0	0.0	3.0
		12.0	3.0	13.0
SPRING				
BIO 211	Anatomy & Physiology II	3.0	3.0	4.0
MAT 120	Probability & Statistics	3.0	0.0	3.0
PSY 203	Human Growth & Development	3.0	0.0	3.0
SPC 205	Public Speaking	3.0	0.0	3.0
	Humanities Elective	3.0	0.0	3.0
		15.0	3.0	16.0

A minimum grade of "C" is required in all courses.

CERTIFICATE IN GENERAL RADIOLOGIC TECHNOLOGY
40 SEMESTER HOURS

General radiologic technologists produce x-ray images (radiographs) of the human body for use in diagnosing medical problems. They interact with patients by explaining procedures and various positioning techniques necessary to produce quality images of bony and soft tissue structures. Extensive knowledge of radiography equipment is necessary to produce quality radiographs.

Students in OCtech's General Radiologic Technology program receive a technological education consisting of classroom and clinical experience. Students get "hands on" experience by assisting the radiographer with various radiographic exams. Graduates of the program are eligible to sit for the official registry exam given by the South Carolina Radiation Quality Standards Association. With additional education, graduates may complete the associates degree in Radiologic Technology.

Classes begin in the fall semester only. Admission to the Radiologic Technology program is based on successful completion of required placement tests and proof of high school diploma or G.E.D. Admission requirements may be obtained by attending a Health Information Programs Session or online at www.octech.edu. All applicants are required to attend a session as part of the admissions process. A listing of scheduled sessions can be obtained from the Admissions Office or online at www.octech.edu.

Clinical facilities require students to have a Criminal Background Check and Drug Screen prior to participating in clinical rotations. Students will be required to have a Criminal Background Check and Drug Screen through facilities specified by the College only and will be reviewed with designated personnel at the clinical facility. All findings must be satisfactory with the clinical facility prior to clinical placement. Students not accepted for clinical rotations will not be able to successfully complete the course or program. Students are responsible for all fees associated with drug screens and background checks.

Proof of current CPR certification before entering RAD clinical educational centers is required. Proof of CPR should include infant, child, adult and AED-BLS for healthcare providers. Out-of-town travel will be required for selected clinical experiences. Students are responsible for their own transportation to and from the clinical sites. Sites are located in Orangeburg, Columbia and Manning. All students will rotate to the various clinical sites.

Minimum grade of "B" (80%) competency required in all Radiology courses.
Minimum grade of "C" is required in all related courses.

CERTIFICATE GENERAL RADIOLOGIC TECHNOLOGY
Semester Curriculum Model

		Class	Lab	Credit
FALL				
RAD 101	Introduction to Radiography*	1.0	3.0	2.0
RAD 102	Rad. Patient Care Procedures	1.0	3.0	2.0
BIO 210	Anatomy & Physiology I	3.0	3.0	4.0
RAD 130	Radiographic Procedures I	2.0	3.0	3.0
RAD 152	Applied Radiography I	0.0	6.0	2.0
		7.0	18.0	13.0
SPRING				
BIO 211	Anatomy & Physiology II	3.0	3.0	4.0
RAD 165	Applied Radiography II	0.0	15.0	5.0
RAD 136	Radiographic Procedures II	2.0	3.0	3.0
RAD 110	Radiographic Imaging I	2.0	3.0	3.0
		7.0	24.0	15.0
SUMMER				
RAD 115	Radiographic Imaging II	3.0	0.0	3.0
RAD 175	Applied Radiography III	0.0	15.0	5.0
RAD 121	Radiography Physics	3.0	3.0	4.0
		6.0	18.0	12.0

*Speech component included.
Minimum of 80% competency required in all Radiology courses.
A minimum grade of "C" is required in all related courses.

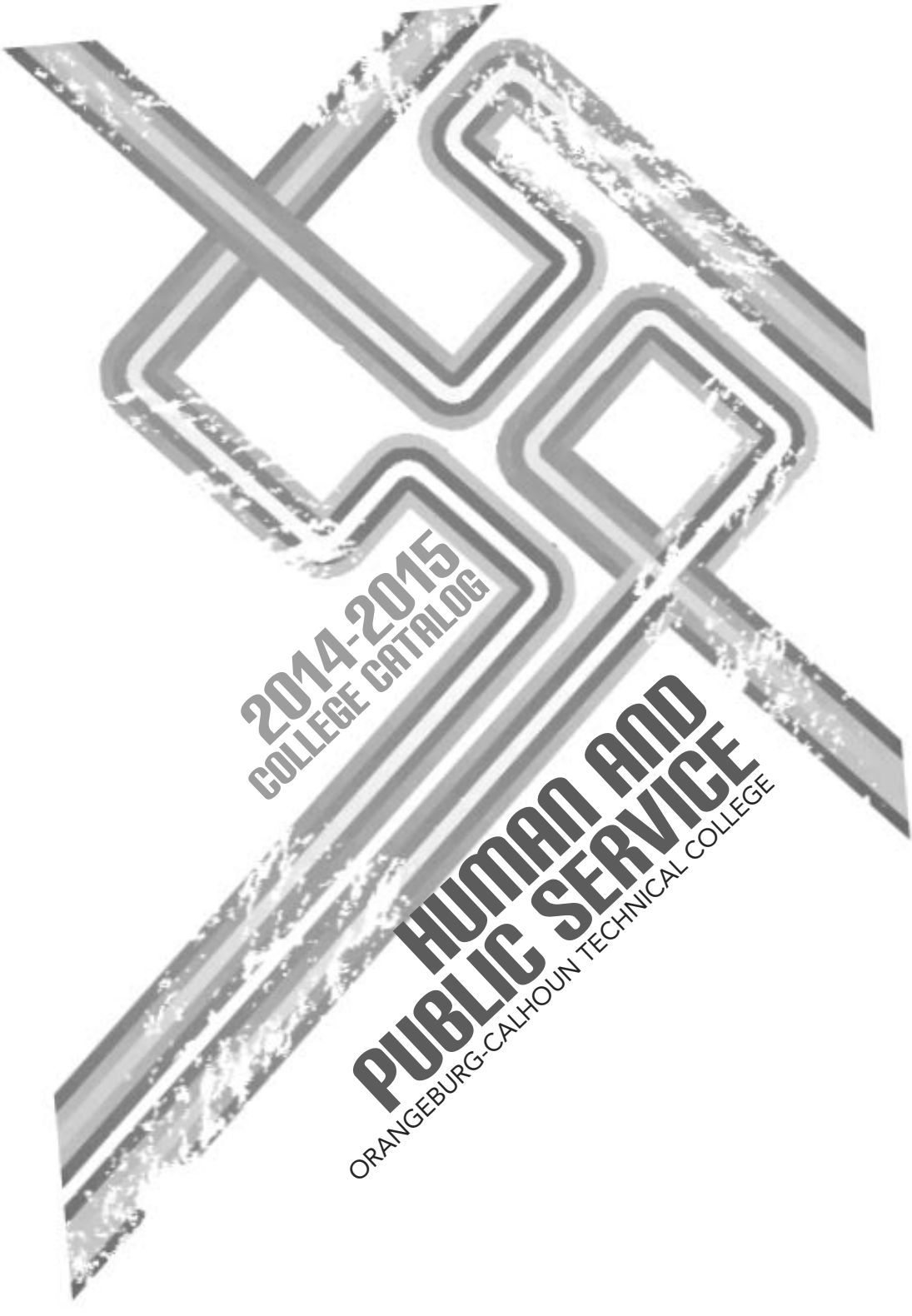
CERTIFICATE IN EMERGENCY MEDICAL TECHNICIAN
17 SEMESTER HOURS

Emergency Medical Technicians (EMT) are certified healthcare providers who are trained to respond, treat, and transport individuals in emergency situations. With the assistance of dispatchers, Advanced EMTs, and Paramedics, EMTs are an integral component of the Emergency Medical Team.

The Emergency Medical Technician certificate prepares students to work with the Emergency Medical System (EMS), and become state and nationally certified as an EMT-Basic. After receiving this training, students may choose to pursue additional training in the Emergency Medical System, to include Advanced EMT and Paramedic.

Beginning each fall semester, the EMT curriculum consists of classroom lecture, hands-on skills practice, as well as field training with actual transport agencies. Students will gain the knowledge and skill-base necessary to gain employment. Students learn the skills to care for critically-ill and injured patients, including airway management, patient assessment and trauma care. Upon completion of the program, students will be prepared to earn a state and national certification for a Basic Emergency Medical Technician.

Fall		**Class**	**Lab**	**Credit**
AHS 106	Cardiopulmonary Resuscitation	1.0	0.0	1.00
BIO 110	General Anatomy and Physiology	3.0	0.0	3.0
EMS 105	Emergency Medical Care I	2.0	6.0	4.0
		6.0	6.0	8.0
Spring				
BIO 112	Basic Anatomy and Physiology	3.0	3.0	4.0
EMS 106	Emergency Medical Care II	2.0	6.0	4.0
EMS 208	EMS Field Internship	0.0	3.0	1.0
		5.0	12.0	9.0


2014-2015
COLLEGE CATALOG
HUMAN AND
PUBLIC SERVICE
ORANGEBURG-CALHOUN TECHNICAL COLLEGE

ASSOCIATE DEGREE IN APPLIED SCIENCE
CRIMINAL JUSTICE
66 SEMESTER HOURS

The Associate in Applied Science, Major in Criminal Justice curriculum does not set admission requirements beyond the college's general requirements. Prospective students are advised that the South Carolina Criminal Justice Academy and the South Carolina Division of Training and Continuing Education do set minimum standards for employment. These minimum standards are for law enforcement officers, corrections officers, youth services officers, probation and parole officers, and others. All criminal justice agencies are free to set their entry-level standards higher than the minimums established by the academy. Existing minimum standards may include age, citizenship, health and physical faculties, education, background screening, and freedom from felony and/or serious misdemeanor convictions. Additionally, aptitude, civil service, polygraph, drug testing, and psychological testing may be required.

Students seeking admission to the Associate in Public Service, Major in Criminal Justice curriculum should review their background to determine if they are likely to qualify for employment in the criminal justice field. Students who have concerns are encouraged to contact the Criminal Justice Program Coordinator at Orangeburg-Calhoun Technical College for assistance. Upon entry into the Associate in Public Service, Major in Criminal Justice, students must sign a statement indicating that they understand that standards for employment are based on strict professional standards and that a review of their background is their responsibility and not that of the college.

CORE CURRICULUM 15 HOURS
Communications:
ENG 101, SPC 205, or ENG 155, ENG 165
Humanities/Fine Arts:
HIS 202 *
Social/Behavioral Sciences:
PSY 201*
Natural Sciences/Math (choose one):
MAT 101, MAT 102 ,MAT 110, Any College Transfer Math Course*
COURSE REQUIREMENTS 45 HOURS
CPT 101 or CPT 170, CRJ 101, CRJ 102, CRJ 110, CRJ 120, CRJ 125, CRJ 130, CRJ 145, CRJ 202, CRJ 210, CRJ 220, CRJ 222, CRJ 224, CRJ 230, CRJ 236, CRJ 238, CRJ 240, CRJ 242, CRJ 244, CRJ 246, CRJ 250, LEG 121, LEG 122, LEG 135, LEG 231, PSC 201*, PSC 215*, SOC 101*
ELECTIVES 6 HOURS
Select any two courses above the 100 level which carry a minimum of 3 credit hours each. It is suggested that students planning to transfer to a four-year institution select courses approved for transfer.
TOTAL COURSE OF STUDY 66 HOURS

*Recommended choices for students who expect to continue their education at a four-year institution. Entry requirements for these courses are more stringent than for some other options; students should consult their advisors in regard to prerequisites.

ASSOCIATE DEGREE IN APPLIED SCIENCE
CRIMINAL JUSTICE
SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL I				
CRJ 101	Introduction to Criminal Justice	3.0	0.0	3.0
LEG 231	Criminal Law	3.0	0.0	3.0
ENG 101	English Composition I * ***or***			
ENG 155	Communications I	3.0	0.0	3.0
HIS 202	American History: 1877 to the Present *	3.0	0.0	3.0
PSY 201	General Psychology *	3.0	0.0	3.0
		15.0	0.0	15.0
SPRING I				
CPT 170	Microcomputer Applications	3.0	0.0	3.0
CRJ 125	Criminology	3.0	0.0	3.0
SPC 205	Public Speaking* ***or***			
ENG 165	Professional Communications	3.0	0.0	3.0
MAT 110	College Algebra*	3.0	0.0	3.0
PSC 201	American Government *	3.0	0.0	3.0
	Approved Elective	3.0	0.0	3.0
		18.0	0.0	18.0
FALL II				
CRJ 102	Introduction to Security	3.0	0.0	3.0
CRJ 110	Police Patrol	3.0	0.0	3.0
CRJ 145	Juvenile Delinquency	3.0	0.0	3.0
CRJ 220	The Judicial Process ***or***	3.0	0.0	3.0
CRJ 236	Criminal Evidence			
PSC 215	State and Local Government*	3.0	0.0	3.0
SOC 101	Introduction to Sociology*	3.0	0.0	3.0
		18.0	0.0	18.0
SPRING II				
LEG 121	Business Law I	3.0	0.0	3.0
CRJ 120	Constitutional Law	3.0	0.0	3.0
CRJ 224	Police Community Relations	3.0	0.0	3.0
CRJ 230	Criminal Investigations I	3.0	0.0	3.0
CRJ 242	Correctional Systems	3.0	0.0	3.0
		15.0	0.0	15.0

COL 103 is recommended for new students.

**University Transfer Courses – Admissions standards are more stringent. Check with your academic advisor.*

SECURITY CERTIFICATE
30 SEMESTER HOURS

Security officers patrol and inspect property to protect against fire, theft, vandalism, and illegal entry of the facility for which they work. The growing rate of internal theft in business and industry also has created an increasing need for security officers. Security officers' duties vary with the size, type and location of the employer. In office buildings, banks, hospitals, and department stores, they protect people, records, merchandise, money, and equipment. In department stores, they also often work as undercover detectives to watch for theft by customers or store employees. At air, sea and rail terminals, and other transportation facilities, in addition to the above responsibilities, security officers screen passengers and visitors for weapons, explosives, and other contraband, and insure nothing is stolen while being loaded and unloaded. OCtech's Security Certificate program is designed to educate students in the diverse areas of security while increasing professionalism in the security field. The program allows interested students to advance into the Criminal Justice Associate Degree program without losing credits.

SEMESTER CURRICULUM MODEL

FALL		Class	Lab	Credit
CRJ 101	Introduction to Criminal Justice	3.0	0.0	3.0
CRJ 102	Introduction to Security	3.0	0.0	3.0
LEG 231	Criminal Law	3.0	0.0	3.0
CRJ 236	Criminal Evidence	3.0	0.0	3.0
ENG 155	Communications I **or**			
ENG 101	English Composition I*	3.0	0.0	3.0
		15.0	0.0	15.0
SPRING				
CRJ 120	Constitutional Law	3.0	0.0	3.0
CRJ 224	Police Community Relations	3.0	0.0	3.0
CRJ 230	Criminal Investigations I	3.0	0.0	3.0
CRJ 238	Industrial and Retail Security	3.0	3.0	3.0
CRJ 222	Ethics in Criminal Justice	3.0	0.0	3.0
		15.0	0.0	15.0

***Students should consult with their advisors prior to enrolling in these classes as appropriate placement scores or prerequisites may be required for program entrance.*

FORENSICS CERTIFICATE
27 SEMESTER HOURS

Physical evidence plays an important role in both the investigation and prosecution of criminal cases. Advances in science have revolutionized the way criminal justice agencies investigate incidents, analyze evidence and identify possible suspects. This process begins with the efficient location and collection of physical evidence at the crime scene. This initial step in the investigative process may be carried out by a number of criminal justice professionals.

Many departments employ crime scene technicians who are specifically trained in the proper collection and preservation of various forms of physical evidence. These specialized officers are called to crime scenes as needed. However, it is often the patrolman who is the first person to come into contact with vital evidence once a crime has been committed. As a result, it has become increasingly important that even entry level personnel have some familiarity with the basic principles of evidence preservation.

OCtech's Forensic Certificate Program is designed to educate students in the basic scientific and legal principles which affect physical evidence as well as familiarize them with evidence collection techniques currently used by criminal justice agencies. A certificate in Forensics would be useful for those already working in law enforcement or those students who are interested in forensics or evidence collection as a career.

SEMESTER CURRICULUM MODEL

FALL		Class	Lab	Credit
CRJ 101	Introduction to Criminal Justice	3.0	0.0	3.0
BIO110	Introduction to Anatomy/Physiology	3.0	0.0	3.0
ENG 160	Technical Communications	3.0	0.0	3.0
CRJ 230	Criminal Investigation	3.0	0.0	3.0
LEG 231	Criminal Law	3.0	0.0	3.0
		15.0	0.0	15.0
SPRING				
CRJ 202	Criminalistics	3.0	0.0	3.0
MAT 101	Beginning Algebra	3.0	0.0	3.0
CRJ 236	Criminal Evidence	3.0	0.0	3.0
SPC 205	Public Speaking*	3.0	0.0	3.0
		12.0	0.0	12.0

*Students should consult with their advisor prior to enrolling in this class as appropriate placement scores or prerequisites may be required.

ASSOCIATE DEGREE IN APPLIED SCIENCE
PARALEGAL/LEGAL ASSISTANT
69 SEMESTER HOURS

By definition, paralegals (also called legal assistants) work directly under the supervision of an attorney. Paralegals do not provide legal services directly to the public except as permitted by law.

Generally, paralegals assist attorneys in performing background works, such as research to identify the appropriate laws, judicial decisions, legal articles, and other material used to determine if a client has a good case. In addition to litigation, paralegals may also work in areas such as bankruptcy, corporate law, and real estate.

Individuals interested in a career in this field must be able to handle legal problems logically and communicate, both orally and in writing, their findings and opinions. Because paralegals often work with the public, they must be courteous and uphold the high ethical standards expected of the legal profession. They also must have a clear understanding of legal terminology, good research and investigative skills, and stay abreast of new developments in the laws that affect their area of practice. As computers are playing an increasingly larger role in legal research and litigation support, familiarity with their operation and applications is vital.

All of the paralegal courses are taught by licensed attorneys.

CORE CURRICULUM 18 HOURS
Communications:
ENG 101*, ENG 102 *,SPC 205*
Humanities/Fine Arts (choose one):
HIS 101*, HIS 102*, HIS 115*, HIS 201*, HIS 202*, HSS 101, PHI 101*, PHI 110, REL 101*, REL102 *
Social/Behavioral Sciences:
(choose one)
ECO 210*, PSY 201*, SOC 101*
Natural Sciences/Math (choose one):
MAT 101, MAT 102, MAT 110*, Any College Transfer Math Course
COURSE REQUIREMENTS 45 HOURS
CPT 101 or CPT 170, CRJ 120, CRJ 220, LEG 120, LEG 121, LEG 122, LEG 132, LEG 135, LEG 201, LEG 212, LEG 213, LEG 214, LEG 224, LEG 230, LEG 231, LEG 232, LEG 233, LEG 234, LEG 240, LEG 242
ELECTIVES 6 HOURS
Select any two courses above the 100 level which carry a minimum of 3 credit hours each. It is suggested that students who plan to transfer to a four-year institution select courses approved for transfer.
TOTAL COURSE OF STUDY 69 HOURS

* Recommended choices for students who expect to continue their education at a four-year institution. Entry requirements for these courses are more stringent than for some other options; students should consult their advisors in regard to prerequisites.

ASSOCIATE DEGREE IN APPLIED SCIENCE
PARALEGAL/LEGAL ASSISTANT
SEMESTER CURRICULUM MODEL

FALL		Class	Lab	Credit
COL 107	Computer Literacy Skills for College Success	3.0	0.0	3.0
LEG 121	Business Law I	3.0	0.0	3.0
ENG 101	English Composition I *	3.0	0.0	3.0
LEG 132	Legal Bibliography	3.0	0.0	3.0
LEG 135	Introduction to Law and Ethics	3.0	0.0	3.0
********	Humanities/Fine Arts Requirement	3.0	0.0	3.0
		18.0	0.0	18.0
SPRING I				
CPT 170	Microcomputer Applications	3.0	0.0	3.0
ENG 102	English Composition II *	3.0	0.0	3.0
LEG 120	Torts	3.0	0.0	3.0
LEG 230	Legal Writing	3.0	0.0	3.0
LEG 213	Family Law	3.0	0.0	3.0
*******	Social/Behavioral Science Requirement	3.0	0.0	3.0
		18.0	0.0	18.0
FALL II				
LEG 122	Business Law II ***or***			
LEG 212	Workers' Compensation	3.0	0.0	3.0
LEG 214	Property Law	3.0	0.0	3.0
LEG 231	Criminal Law	3.0	0.0	3.0
MAT 101	Beginning Algebra **or**			
MAT 110	College Algebra (University Transfer course)	3.0	0.0	3.0
PSC 215	State and Local Government*	3.0	0.0	3.0
CPT 179	Microcomputer Word Processing	3.0	0.0	3.0
		18.0	0.0	18.0
SPRING II				
LEG 201	Civil Litigation I	3.0	0.0	3.0
LEG 232	Law Office Management	3.0	0.0	3.0
LEG 233	Wills, Trusts, and Probate	3.0	0.0	3.0
SPC 205	Public Speaking*	3.0	0.0	3.0
*******	Elective	3.0	0.0	3.0
		15.0	0.0	15.0

A grade point average of 2.0 is required for successful completion of the program. A minimum grade of "C" is required in all LEG and ENG courses. Please note that basic typing skills are required for successful completion of the program.

COL 103 is recommended for new students.

Students transferring credits into the Paralegal program may transfer only four (4) courses from ABA-approved Paralegal programs for LEG-prefix course credit for legal specialty courses.

**University Transfer Courses – Admissions standards are more stringent. Check with your academic advisor.*

ASSOCIATE DEGREE IN APPLIED SCIENCE
EARLY CARE AND EDUCATION
***66-67 SEMESTER HOURS**

The Early Care and Education program is designed for students who wish to pursue a career in Early Childhood Education. The Associate Degree is organized with standards from the National Association for the Education of Young Children (NAEYC). This program is offered in three separate concentrations: occupational, arts/science, and business.

The Occupational Concentration is designed for those students planning to teach in an early childhood development center, a Headstart program, or to work as a teacher's aide in public schools. The Arts/Science Concentration is designed for those students who plan to transfer to a four-year institution and pursue a baccalaureate degree, while the Business Concentration is designed for those students who plan to start their own child development center as a business. Obtaining the degree will increase the early childhood teacher's skills and knowledge about caring for infants and toddlers. The degree also will give professionals an edge in their jobs and will help make them leaders in the field.

This program offers students a basic understanding of the needs of young children and the training to implement quality preschool programming. Students also learn growth and development principles, teaching methods, safety and first aid, discipline techniques, developmentally-appropriate curriculum methods, exceptionality and early intervention techniques for promoting effective family/program partnerships, and principles of ethics and leadership in early care and education. Career-ladder title of graduates for HeadStart and DSS purposes is Early Childhood Lead Teacher.

CORE CURRICULUM 15 HOURS
Communications:
ENG 101**, ENG 102 ** or ENG 165,
Humanities/Fine Arts (Choose one):
MUS 105, ART 101, HSS 101
Social/Behavioral Sciences:
PSY 201 **
Natural Sciences/Math:
Choose one: MAT 101, MAT 110**
COURSE REQUIREMENTS 42 HOURS
CPT 101 or CPT 170, ECD 101, ECD 102, ECD 105, ECD 107, ECD 108, ECD 131, ECD 132, ECD 133, ECD 135, ECD 203, ECD 201, ECD 237, ECD 243
SECONDARY SPECIALTY ELECTIVES 9-10 HOURS
ACC 101, BIO 101 or 110**, CHM 110**, COL 103, LEG 121, MGT 101, MGT 150, SOC 101**, SPC 205, PSY 201

TOTAL COURSE OF STUDY 66-67 HOURS

*Semester hours vary according to the secondary specialty concentration chosen.

**Recommended choices for students who expect to continue their education at a four-year institution. Entry requirements for these courses are more stringent than for some other options; students should consult their advisors in regard to pre-requisites.

A grade point average of 2.0 is required to fulfill program requirements for graduation.

The associate degree does not lead to teacher certification and is not a part of the transfer block.

Special Admissions Requirements

- Meet the specific program requirements outlined for admissions
- Complete a physical exam, including T.B. screening and hepatitis vaccines.
- Satisfactory police or government record check to indicate no prior child abuse or neglect record.

ASSOCIATE DEGREE IN APPLIED SCIENCE
EARLY CARE & EDUCATION/ARTS/SCIENCE CONCENTRATION
SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL I				
ECD 101	Introduction to Early Childhood	3.0	0.0	3.0
ECD 102	Growth and Development I	2.5	1.5	3.0
ECD 105	Guidance - Classroom Management	2.5	1.5	3.0
ECD 131	Language Arts	3.0	0.0	3.0
ECD 135	Health, Safety, and Nutrition	3.0	0.0	3.0
ENG 101	English Composition I	3.0	0.0	3.0
		17.0	3.0	18.0
SPRING I				
CPT 170	Microcomputer Applications **or**			
CPT 101	Introduction to Computers	3.0	0.0	3.0
ECD 107	Exceptional Child	3.0	0.0	3.0
ECD 132	Creative Experiences	2.5	1.5	3.0
ECD 133	Science and Math Concepts	2.5	1.5	3.0
ECD 203	Growth and Development II	2.5	1.5	3.0
SPC 205	Public Speaking	3.0	0.0	3.0
		16.5	4.5	18.0
FALL II				
BIO 101	Biological Sciences I **or**			
BIO 110	General Anatomy and Physiology **or**	3.0	3.0	4.0
CHM 110	College Chemistry I	3.0	3.0	4.0
ECD 237	Methods and Materials	2.5	1.5	3.0
ENG 102	English Composition II	3.0	0.0	3.0
MAT 101	Beginning Algebra **or**			
MAT 110	College Algebra (University Transfer course)	3.0	0.0	3.0
PSY 201	General Psychology	3.0	0.0	3.0
		14.5	4.5	16.0
SPRING II				
ECD 108	Family and Community Relations	2.5	1.5	3.0
ECD 201	Principles of Ethics and Leadership in Early Care and Education	3.0	0.0	3.0
ECD 243	Supervised Field Experience I	1.0	6.0	3.0
MUS 105	Music Appreciation **or**			
ART 101	Art History and Appreciation	3.0	0.0	3.0
	Elective	3.0	0.0	3.0
		12.5	7.5	15.0

COL 103 is recommended for new students.

ASSOCIATE DEGREE IN APPLIED SCIENCE
EARLY CARE & EDUCATION/BUSINESS CONCENTRATION
SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL I				
ECD 101	Introduction to Early Childhood	3.0	0.0	3.0
ECD 102	Growth and Development I	2.5	1.5	3.0
ECD 105	Guidance - Classroom Management	2.5	1.5	3.0
ECD 131	Language Arts	3.0	0.0	3.0
ECD 135	Health, Safety, and Nutrition	3.0	0.0	3.0
ENG 101	English Composition I*	3.0	0.0	3.0
		17.0	3.0	18.0
SPRING I				
CPT 170	Microcomputer Applications **or**			
CPT 101	Introduction to Computers	3.0	0.0	3.0
ECD 107	Exceptional Child	3.0	0.0	3.0
ECD 132	Creative Experiences	2.5	1.5	3.0
ECD 133	Science and Math Concepts	2.5	1.5	3.0
ECD 203	Growth and Development II	2.5	1.5	3.0
HSS 101	Introduction to Humanities **or**			
ART 101	Art History and Appreciation* **or**			
MUS 105	Music Appreciation*	3.0	0.0	3.0
		16.5	4.5	18.0
FALL II				
ECD 237	Methods and Materials	2.5	1.5	3.0
ENG 165	Professional Communications	3.0	0.0	3.0
LEG 121	Business Law I	3.0	0.0	3.0
MGT 101	Principles of Management **or**			
MGT 150	Fundamentals of Supervision	3.0	0.0	3.0
PSY 201	General Psychology*	3.0	0.0	3.0
		14.5	1.5	15.0
SPRING II				
ECD 108	Family and Community Relations	2.5	1.5	3.0
ECD 201	Principles of Ethics and Leadership in Early Care and Education	3.0	0.0	3.0
ECD 243	Supervised Field Experience I	1.0	6.0	3.0
MAT 101	Beginning Algebra **or**			
MAT 110	College Algebra*	3.0	0.0	3.0
	Elective	3.0	0.0	3.0
		12.5	7.5	15.0

COL 103 is recommended for new students.

**University Transfer courses - Admissions standards are more stringent. Check with your academic advisor.*

ASSOCIATE DEGREE IN APPLIED SCIENCE
EARLY CARE & EDUCATION/OCCUPATIONAL CONCENTRATION
SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL I				
ECD 101	Introduction to Early Childhood	3.0	0.0	3.0
ECD 102	Growth and Development I	2.5	1.5	3.0
ECD 105	Guidance - Classroom Management	2.5	1.5	3.0
ECD 131	Language Arts	3.0	0.0	3.0
ECD 135	Health, Safety, and Nutrition	3.0	0.0	3.0
ENG 101	English Composition I*	3.0	0.0	3.0
		17.0	3.0	18.0
SPRING I				
CPT 170	Microcomputer Applications **or**			
CPT 101	Introduction to Computers	3.0	0.0	3.0
ECD 107	Exceptional Child	3.0	0.0	3.0
ECD 132	Creative Experiences	2.5	1.5	3.0
ECD 133	Science and Math Concepts	2.5	1.5	3.0
ECD 203	Growth and Development II	2.5	1.5	3.0
***	Elective *	3.0	0.0	3.0
		16.5	4.5	18.0
FALL II				
ECD 237	Methods and Materials	2.5	1.5	3.0
ENG 165	Professional Communications	3.0	0.0	3.0
LEG 121	Business Law I	3.0	0.0	3.0
MAT 101	Beginning Algebra **or**			
MAT 110	College Algebra*	3.0	0.0	3.0
PSY 201	General Psychology*	3.0	0.0	3.0
		14.5	1.5	15.0
SPRING II				
ECD 108	Family and Community Relations	2.5	1.5	3.0
ECD 201	Principles of Ethics and Leadership in Early Care and Education	3.0	0.0	3.0
ECD 243	Supervised Field Experience I	1.0	6.0	3.0
HSS 101	Introduction to Humanities			
ART 101	Art History and Appreciation* **or**			
MUS 105	Music Appreciation*	3.0	0.0	3.0
****	Elective	3.0	0.0	3.0
		12.5	7.5	15.0

COL 103 is recommended for new students.

University Transfer courses - Admissions standards are more stringent. Check with your academic advisor.

DIPLOMA IN APPLIED SCIENCE
EARLY CHILDHOOD DEVELOPMENT
45 SEMESTER HOURS

The Early Childhood Development diploma program offers students a basic understanding of the needs of young children. The diploma is organized with standards from the National Association for the Education of Young Children (NAEYC). Students are trained to implement quality pre-school programming. They also learn growth and development principles, teaching methods, health, safety and nutrition, discipline techniques, developmentally-appropriate curriculum methods, and exceptionality and early intervention techniques for promoting effective family/program partnerships.

Graduates of this program are qualified for employment in child development centers, nursery schools, and as teachers' aides in private schools. This program also is an excellent resource for child development teachers and administrators who want to upgrade their job skills and parents who want to learn more about the development of young children.

Special Admissions Requirements

- Meet the specific program requirements outlined for admissions.
- Complete a physical exam, including T.B. screening and hepatitis vaccines.
- Satisfactory police or government record check to indicate no prior child abuse or neglect record.

CORE CURRICULUM 9 HOURS

Communications (choose one):
ENG 155, ENG 101*
Social/Behavioral Sciences (choose one):
PSY 103, PSY 201*
Natural Sciences/Math (choose one):
MAT 101, MAT 155 , MAT 110*

COURSE REQUIREMENTS 36 HOURS
ECD 101, ECD 102, ECD 105, ECD 107, ECD 108, ECD 131, ECD 132, ECD 133, ECD 135, ECD 203, ECD 237, ECD 243

TOTAL COURSE OF STUDY 45 HOURS

*Recommended choices for students who expect to continue their education at a four-year institution. Entry requirements for these courses are more stringent than for some other options. Students should consult their advisors in regard to prerequisites.

SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL				
ECD 101	Introduction to Early Childhood	3.0	0.0	3.0
ECD 102	Growth and Development I	2.5	1.5	3.0
ECD 105	Guidance - Classroom Management	2.5	1.5	3.0
ECD 131	Language Arts	3.0	0.0	3.0
ECD 132	Creative Experiences	2.5	1.5	3.0
ECD 135	Health, Safety and Nutrition	3.0	0.0	3.0
		16.5	4.5	18.0
SPRING				
ECD 203	Growth and Development II	2.5	1.5	3.0
ECD 107	Exceptional Child	3.0	0.0	3.0
ECD 108	Family and Community Relations	2.5	1.5	3.0
ECD 133	Science & Math Concepts	2.5	1.5	3.0
ECD 237	Methods and Materials	2.5	1.5	3.0
		13.0	6.0	15.0
SUMMER				
ECD 243	Supervised Field Experience I	1.0	6.0	3.0
ENG 155	Communications I ***or***			
ENG 101	English Composition I*	3.0	0.0	3.0
MAT 155	Contemporary Math ***or***			
MAT 101	Beginning Algebra ***or***			
MAT 110	College Algebra*	3.0	0.0	3.0
PSY 103	Human Relations ***or***			
PSY 201	General Psychology*	3.0	0.0	3.0
		10.0	6.0	12.0

COL 103 is recommended for new students.
University Transfer courses - Admissions standards are more stringent. Check with your academic advisor.

EARLY CHILDHOOD DEVELOPMENT CERTIFICATE
27 SEMESTER HOURS

The Early Childhood Development Certificate program prepares students for employment in educational programs for young children such as child development centers and nursery schools. This certificate is organized with standards from the National Association for the Education of Young Children (NAEYC).

Students obtain a basic understanding of the needs of young children and are trained to implement quality pre-school programming. They also learn growth and development principles, teaching methods, health, safety and nutrition, discipline techniques, and exceptionality and early intervention techniques for working with parents.

Special Admissions Requirements

- Meet the specific program requirements outlined in admissions requirements.
- Completed physical exam, including T.B. screening and hepatitis vaccines.
- Satisfactory police or government record check to indicate no prior child abuse or neglect record.

SEMESTER CURRICULUM MODEL

FALL		Class	Lab	Credit
ECD 101	Introduction to Early Childhood	3.0	0.0	3.0
ECD 102	Growth and Development I	2.5	1.5	3.0
ECD 105	Guidance - Classroom Management	2.5	1.5	3.0
ECD 131	Language Arts	3.0	0.0	3.0
ECD 135	Health, Safety, and Nutrition	3.0	0.0	3.0
		14.0	3.0	15.0
SPRING				
ECD 203	Growth and Development II	2.5	1.5	3.0
ECD 107	Exceptional Child	3.0	0.0	3.0
ECD 132	Creative Experiences	2.5	1.5	3.0
ECD 133	Science and Math Concepts	2.5	1.5	3.0
		10.5	4.5	12.0


2014-2015
COLLEGE CATALOG
NURSING
ORANGEBURG-CALHOUN TECHNICAL COLLEGE

ASSOCIATE DEGREE IN APPLIED SCIENCE
NURSING
68 SEMESTER HOURS

Registered Nurses provide for the physical, mental, and emotional needs of their patients. They are advocates and health educators for patients, families, and communities, and help people take proactive measures to ensure better health. When providing patient care, they observe, assess, and record the symptoms, reactions and progress of their patients; assist health care providers during treatments and examinations; administer medications; and help in convalescence and rehabilitation.

Nurses should be caring and exhibit a spirit of inquiry with a commitment to life-long learning. They must be able to accept responsibility, follow orders precisely, and determine when consultation is required. Threaded throughout this very difficult curriculum are the components of integrity, caring, work ethic, and self-discipline.

The overall purpose of the Associate Degree in Applied Science Nursing (ADN) program is to assist the student in developing the intellectual and technical competencies necessary to function as a safe practitioner of nursing. The ADN has the knowledge and skills to function as a beginning-level staff nurse in a variety of structured healthcare settings such as hospitals, clinics, long-term care agencies, physicians' offices, and community agencies. Throughout the curriculum, the student has planned clinical and laboratory experiences to complement classroom learning in order to become skilled in the art and science of nursing. Principles of communication are emphasized throughout the curriculum to prepare the graduate to function as a patient advocate, and in health promotion and risk education.

CORE CURRICULUM 30 HOURS
Communications:
*ENG 101
Humanities/Fine Arts: (Choose one as an elective)
*ENG 205, *ENG 206, *HIS 101, *HSS 101, *PHI 101, *PHI 110, *REL 102
Social/Behavioral Sciences:
*PSY 201, PSY 203
Natural Science/Math:
*AHS 210, *BIO 210, *BIO 211, *BIO 225, MAT 155
COURSE REQUIREMENTS 38 HOURS
**‡NUR 101 , **‡NUR 111, NUR 161, ‡NUR 210, ‡NUR 211, ‡NUR 212, **‡NUR 214, **‡NUR 215, **NUR 216, **NUR 226

TOTAL COURSE OF STUDY 68 HOURS

CPR certification must be current at all times during enrollment in NUR courses.

* University transfer level courses

**Communication/Speech component incl.

‡ These courses prepare students in basic computer applications.

A complete list of approved electives is available through the program coordinator.

An 80% competency is required for NUR courses.

Graduates of the ADN Program have high pass rates on the NCLEX-RN licensing examination. Our graduates are highly sought after for employment following graduation. The Program experiences 100% job placement. State of the art simulation labs and utilization of Mediasite pre-recorded lecture access are available during the course of study. The ADN faculty is committed to student success.

The ADN program has additional admission criteria. Admission requirements may be obtained by attending a Health Information Program (HIP) session. All applicants are required to attend a session as part of the admissions process. A listing of scheduled sessions can be obtained from the Admissions Office or online at www.octech.edu. Students are enrolled in the nursing program in the fall. Due to demand, applicants are encouraged to apply early.

OCtech's ADN program is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA, 30326; Phone: 404-975-5000; Fax: 404-975-5020. (www.acenursing.org)

Graduates of the Associate Degree in Applied Science Nursing program are eligible to take the National Council Licensing Examination for Registered Nurses (NCLEX-RN).

CRIMINAL RECORD CHECK
All direct caregivers must obtain a criminal record check as designated by clinical agencies. Persons convicted of or pled no contest to, including, but not limited to, child or adult abuse, sexual assault, assault with a deadly weapon, neglect, or mistreatment or misappropriation of property, are not permitted to work as direct caregivers. More stringent requirements are often enforced by individual clinical agencies. Students who have convictions as described above will not be allowed to attend clinical agencies. Clinical agencies reserve the right to deny privileges for convictions other than stated. Based on this information, students should be aware of the consequences of a positive criminal record check, which may include dismissal from the program. Students who are impacted by this constraint should consider career counseling.

NOTE: Students who have prior convictions of a crime (excluding minor traffic violations) and/or have had disciplinary action against his/her license may not be granted the privilege to take the NCLEX-RN for licensure. Those affected by this should contact the SC, LLR, Board of Nursing for clarification.

The following are required for admission into the ADN Program:
Health form that includes an admission physical validating physical and mental health status
CPR Certification
Complete a comprehensive first aid course
Copy of Birth Certificate
Copy of Social Security Card
If married, a copy of marriage certificate or any other name change document

Note: CPR and First Aid may be obtained at the College.

Out-of-town travel for selected clinical experiences will be required.

Allergies
If you have an allergy to latex (any form of latex), Betadine or iodine, it is recommended that you consult your health care provider for assistance with your decision about pursuing a career in nursing.

Transfer
Acceptance of transfer nursing credits into the ADN curriculum will be at the discretion of the Registrar.

Articulation to BSN and Higher Degrees
There are many articulation opportunities available for ADN graduates. Interested students should make inquiries to the Nursing department of these colleges for transcript review.

ASSOCIATE DEGREE IN APPLIED SCIENCE
ASSOCIATE DEGREE NURSING
SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL I				
NUR 101	Fundamentals of Nursing ‡*	3.0	9.0	6.0
BIO 210	Anatomy and Physiology I	3.0	3.0	4.0
MAT 155	Contemporary Math	3.0	0.0	3.0
PSY 201	General Psychology	3.0	0.0	3.0
		12.0	12.0	16.0
SPRING I				
NUR 111	Common Health Problems ‡*	3.0	9.0	6.0
BIO 211	Anatomy and Physiology II	3.0	3.0	4.0
PSY 203	Human Growth and Development	3.0	0.0	3.0
ENG 101	English Composition I	3.0	0.0	3.0
NUR 161	Basic Concepts of Pharmacology	2.0	0.0	2.0
		14.0	12.0	18.0
SUMMER				
NUR 212	Nursing Care of Children ‡	2.0	6.0	4.0
BIO 225	Microbiology	3.0	3.0	4.0
NUR 226	Health Promotion Across the Lifespan	0.5	1.5	1.0
		5.5	10.5	9.0
FALL II				
NUR 210	Complex Health Problems ‡	2.0	9.0	5.0
NUR 214	Mental Health Nursing*	2.0	6.0	4.0
AHS 210	Nutrition for Health Care Professionals	3.0	0.0	3.0
		7.0	15.0	12.0
SPRING II				
NUR 211	Care of the Childbearing Family ‡	2.0	6.0	4.0
NUR 215	Management of Patient Care ‡*	1.0	12.0	5.0
NUR 216	Nursing Seminar	1.0	0.0	1.0
	Humanities Elective	3.0	0.0	3.0
		7.0	18.0	13.0

Students may enroll in required electives at any time during the program if scheduling permits.

CPR certification must be current at all times during enrollment in NUR courses.

**Communication/Speech component included.*
‡These courses prepare students in basic computer applications.

Minimum grade of "C" required in all general education courses. 80% competency required in all nursing courses.

ARTICULATION

Licensed Practical Nurses, PN graduates, and persons with identified military credentials may obtain advanced credit.

LPN TO ASSOCIATE DEGREE IN APPLIED SCIENCE OPTIONS

There are several educational tracks available for the Licensed Practical Nurse. The selection of a track should be based on the individual's self-assessment and after consultation with the Associate Degree in Applied Science Nursing Program Coordinator and/or the Dean of Health Science and Nursing. This should include consideration of work experience, time since graduation, and networking with LPNs who have recently completed an Associate Degree Program.

Admission into a program track will be made by the Dean of Health Sciences and Nursing and the ADN Program Coordinator following consultation with the Practical Nursing faculty.

Option I: Generic

The LPN may enter the generic route and complete the program as published in two years. Students who select Option I must meet the progression requirements as published. Students unsuccessful in this option, may not elect Option II or Option III at a later date, but must apply for readmission as a competing freshman.

Option II: Exemption

The Licensed Practical Nurse may apply for an exemption of NUR 101 (Fundamentals of Nursing). The exemption process is implemented after the student has met admission criteria and been accepted into the Associate Degree in Applied Science Nursing Program. Proof of current licensure must be submitted. Progression requirements regarding general education courses must be met as published. If unsuccessful, the student must utilize Option I when reapplying for the following year.

Option III: Transition

The LPN may seek advanced placement into the Associate Degree in Applied Science Nursing Program. Credit for 15 semester hours (NUR 101, NUR 111, NUR 161, NUR 226) will be conferred based on the following:

1) Admission to the Program,
2) Successful completion of NUR 201 (Transition Nursing), and
3) Successful completion of required previous college credit. Content in NUR 201 is program specific.

Transition Nursing (NUR 201) will be taught in the Spring Semester. Students must obtain an 80% competency to progress. Upon successful completion of NUR 201 and its co-requisites, the student will enter at the senior level in the summer. Progression requirements regarding general education courses must be met as published. Students may attempt NUR 201 only one time. If unsuccessful, the student must utilize Option I when reapplying for the following year.

Advanced Placement Requirements

Licensed Practical Nurses seeking advanced placement into the Associate Degree in Applied Science Nursing Program must meet the following criteria and the admission requirements of the Associate Degree Nursing Program as published:

- Provide proof of graduation from a ACEN (formerly NLNAC) Accredited Program by the submission of transcripts. Graduates from a Non-ACEN Accredited Program will be required to have individual validation and meet established criteria for non-accredited programs prior to acceptance into the program.
- Provide proof of current, active licensure to practice as a Licensed Practical Nurse.
- Acceptance into the Associate Degree in Applied Science Nursing Program.
- Complete all required courses and Psychology 201* successfully before beginning nursing courses.
- Attend the first day of NUR 101 to receive information on uniforms and lab experiences.
- Complete identified clinical skills successfully.
- Achieve 80% proficiency on selected modules.
- Achieve 80% proficiency on drug calculations.

All options require that the LPN meet the published admission criteria and be accepted into the program according to the published procedure. Admission to the program is competitive and students are selected accordingly.

*Required courses (see Curriculum Display).

LPN TO ASSOCIATE DEGREE IN APPLIED SCIENCE

SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL				
BIO 210	Anatomy and Physiology I	3.0	3.0	4.0
ENG 101	English Composition I	3.0	0.0	3.0
MAT 155	Contemporary Mathematics	3.0	0.0	3.0
PSY 203	Human Growth and Development*	3.0	0.0	3.0
		12.0	3.0	13.0
SPRING				
BIO 211	Anatomy and Physiology II	3.0	3.0	4.0
NUR 201	Transition Nursing	1.0	6.0	3.0
		4.0	9.0	7.0
SUMMER				
NUR 212	Nursing Care of Children ‡	2.0	6.0	4.0
BIO 225	Microbiology	3.0	3.0	4.0
		5.0	9.0	8.0
FALL II				
NUR 210	Complex Health Problems ‡	2.0	9.0	5.0
NUR 214	Mental Health Nursing **	2.0	6.0	4.0
AHS 210	Nutrition for Health Care Professionals	3.0	0.0	3.0
		7.0	15.0	12.0
SPRING II				
NUR 211	Care of Childbearing Family ‡	2.0	6.0	4.0
NUR 215	Management of Patient Care ‡**	1.0	12.0	5.0
NUR 216	Nursing Seminar	1.0	0.0	1.0
	Humanities Elective	3.0	0.0	3.0
		7.0	18.0	13.0
	TOTAL CURRICULUM HOURS			53.0
	Advanced Placement Credit			15.0
	TOTAL HOURS			68.0

**Communication/Speech component included.
‡These courses prepare students in basic computer applications.

DIPLOMA IN APPLIED SCIENCE
PRACTICAL NURSING
48 SEMESTER HOURS

The Licensed Practical Nurse (LPN) focuses on basic health science, technical skills, general knowledge and judgment necessary to organize and provide caring interventions to patients with commonly occurring medical conditions. LPN is the basic level of nursing that applies principles of therapeutic, rehabilitative, and preventive care for people of all ages and cultures in various stages of dependency. The LPN practices nursing with the guidance of a registered nurse or physician in a variety of health care settings.

The Practical Nursing Program, in addition to the traditional 16-week classes, offers a Flex Program with classes in a variety of alternative formats that includes night and weekends components.

Practical nursing students are given a knowledge base through courses and content that includes preparation in: general academics, nursing theory and practice, biophysical sciences and social sciences.

CORE CURRICULUM 17 HOURS
Communications:
ENG 101*
Social/Behavioral Sciences:
PSY 201*
Natural Sciences/Math:
*BIO 210 ***and*** *BIO 211, MAT 155
COURSE REQUIREMENTS 31 HRS
‡PNR 110, ‡PNR 120, ‡PNR 130, ‡PNR 140, ‡PNR 155, ‡PNR 170, ‡PNR 182

TOTAL COURSE OF STUDY 48 HOURS

‡These courses prepare students in basic computer applications.

COL 103, College Skills, is recommended for new students.

An 80% competency is required for all PNR courses.
*University transfer level course

Classroom study includes: basic nursing concepts, patient-care related subjects, anatomy & physiology, medical/surgical nursing, pediatrics & obstetrics, gerontology, nursing management, mental health concepts, pharmacology and nutrition.

NOTE: An 80% competency is required for all PNR courses.

Curriculum Components include: team work, caring, integrity, responsibility and dedication. Students receive their clinical experience in: hospitals, long-term care facilities, clinics, physicians' offices and community agencies. Technology used: Computers, Simulation lab, Classroom Performance System and Lecture Capture via Mediasite.

Admission is competitive with enrollment in the fall semester only. Admitted applicants will be required to complete special program admission criteria such as a physical (validating physical and mental health status necessary for the nursing profession), CPR, and First Aid. Required documents to be submitted on acceptance include a copy of the student's birth certificate, name change documents, and social security card. A criminal record check must be obtained as designated by clinical agencies. Students who have prior convictions of a crime (excluding minor traffic violations) may not be granted permission to take the National Council Licensure Examination. Please contact the SC State Board of Nursing to clarify your position.

Health care providers with latex sensitivity may be exposed to latex in various forms in the lab and hospital environment. It is recommended that a health care provider be consulted regarding this medical condition to determine if nursing is the appropriate choice for you.

The Practical Nursing Program is approved by the State Board of Nursing for South Carolina and has full accreditation by the Accreditation Commission for Education in Nursing, Inc. (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA, 30326; Phone: 404-975-5000; Fax: 404-975-5020.

Upon successful completion of the twelve-month program, graduates are eligible to take the National Council Licensure Examination for Practical Nurses in order to be designated as a Licensed Practical Nurse (LPN).

DIPLOMA IN APPLIED SCIENCE
PRACTICAL NURSING
SEMESTER CURRICULUM MODEL

		Class	Lab	Credit
FALL				
BIO 210	Anatomy and Physiology	3.0	3.0	4.0
ENG 101	English Composition I	3.0	0.0	3.0
MAT 155	Contemporary Mathematics	3.0	0.0	3.0
PNR 110	Fundamentals of Nursing‡	3.0	6.0	5.0
PNR 120	Medical-Surgical Nursing I‡	3.0	6.0	5.0
		15.0	15.0	20.0
SPRING				
BIO 211	Anatomy and Physiology II	3.0	3.0	4.0
PNR 130	Medical-Surgical Nursing II‡	3.0	6.0	5.0
PNR 140	Medical-Surgical Nursing III‡	3.0	6.0	5.0
PNR 182	Special Topics in PN: Pharmacology‡*	2.0	0.0	2.0
		11.0	15.0	16.0
SUMMER				
PNR 155	Maternal/Infant/Child Nursing‡	5.0	6.0	7.0
PNR 170	Nursing of the Older Adult‡*	1.5	1.5	2.0
PSY 201	General Psychology	3.0	0.0	3.0
		9.5	7.5	12.0

‡ These courses prepare students in basic computer applications.
An 80% competency is required for all PNR courses.

**Courses are available in a hybrid format, which incorporates both online and face-to-face delivery.*

CERTIFICATE IN NURSING ASSISTANT
9 SEMESTER HOURS

Nursing assistants, under the supervision of nursing and medical staffs, provide personal care and emotional support to elderly and/or acutely ill patients confined to hospitals, short-term intermediate facilities, and long-term care institutions. They take temperatures, pulse, respiration, and blood pressure as well as observe patients' physical, mental and emotional conditions, and report any changes to the nursing or medical staff. Assistants also answer patients' call bells, deliver messages, serve meals, make beds, and help patients eat.

Nursing assistants employed in health care facilities are often the principal caregivers, having far more contact with patients than other members of the staff. They should be healthy, tactful, patient, understanding, dependable, and have a desire to help people. They should also be able to work as part of a team, have good communication skills, and be willing to perform repetitive, routine tasks. Nursing assistants may become employed in hospitals, in private duty, in assisted-living facilities, hospices, home health areas, or nursing homes.

The nursing assistant curriculum covers body mechanics, nutrition, anatomy and physiology, infection control, communication skills, and personal care skills. Graduates of this program are eligible to take the Competency Exam for state certification as a Certified Nursing Assistant. An 80% competency is required in all core courses.

CRIMINAL RECORD CHECK
All direct caregivers must obtain a criminal record check as designated by clinical agencies. Persons convicted of or pled no contest to, including, but not limited to, child or adult abuse, sexual assault, assault with a deadly weapon, neglect, or mistreatment or misappropriation of property, are not permitted to work as direct caregivers. More stringent requirements are often enforced by individual clinical agencies. Students who have convictions as described above will not be allowed to attend clinical agencies. Clinical agencies reserve the right to deny privileges for convictions other than stated. Based on this information, students should be aware of the consequences of a positive criminal record check, which may include dismissal from the program. Students who are impacted by this constraint should consider career counseling.

A copy of the student's Social Security number verification is required to be on file.

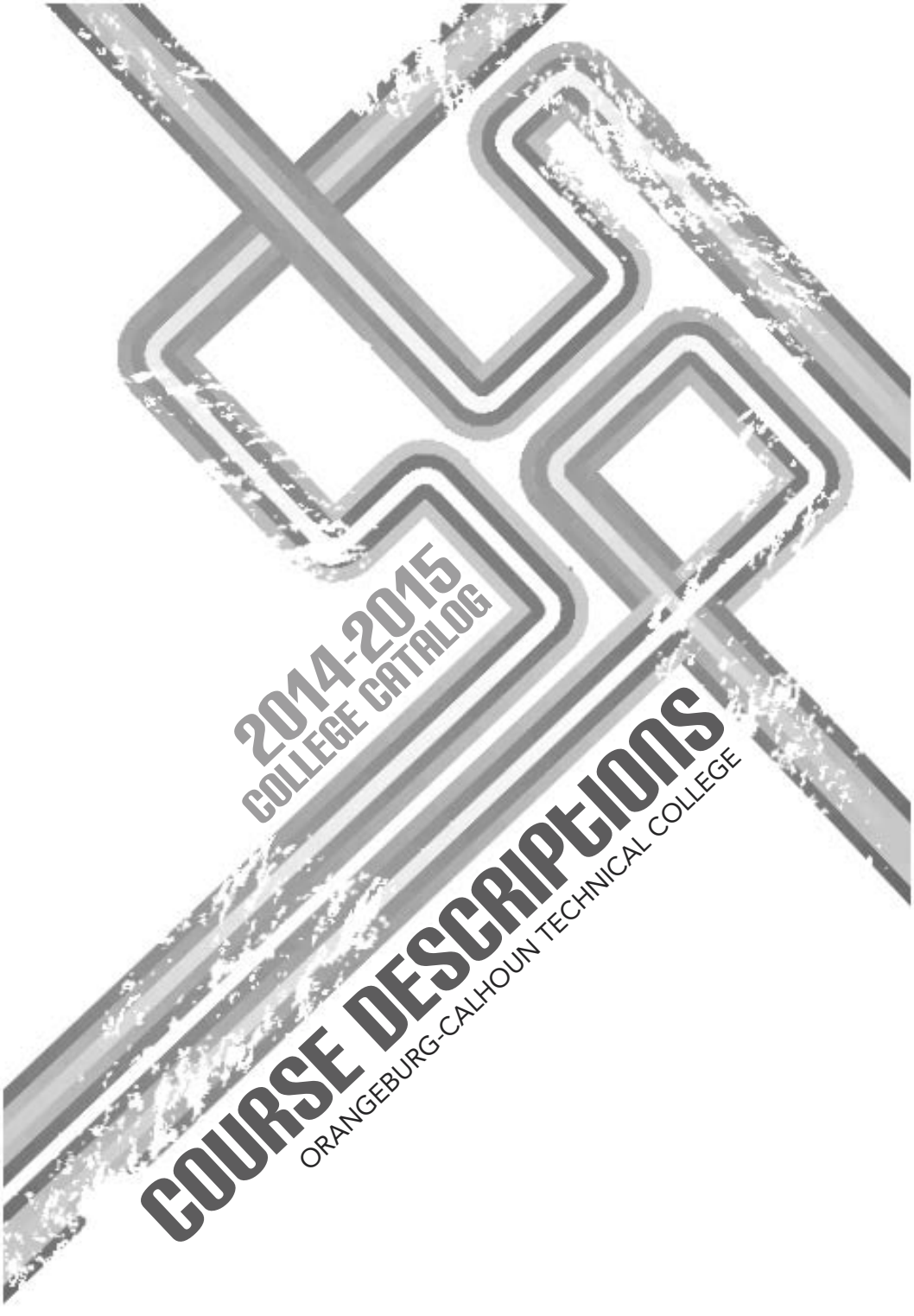
DISCLAIMER: This information is subject to change as new directives are received.

Latex Allergies
Health care providers with Latex sensitivity must be aware that latex sensitivity increases with each additional exposure and there will be exposure to latex in various forms in the lab and hospital environment. If you have latex allergies, it is recommended that you consult your Health care provider regarding this medical condition for assistance with your decision about whether pursuing a career in nursing is the appropriate choice for you considering this allergy.

SEMESTER CURRICULUM MODEL

(FALL or SPRING)		Class	Lab	Credit
AHS 106	Cardiopulmonary Resuscitation	1.0	0.0	1.0
AHS 163	Long Term Care	2.0	9.0	5.0
ENG 160	Technical Communications	3.0	0.0	3.0
		6.0	9.0	9.0


Orangeburg Calhoun Technical College
PROGRESSUS PER DISCIPLINA
Established 1966


2014-2015
COLLEGE CATALOG
COURSE DESCRIPTIONS
ORANGEBURG-CALHOUN TECHNICAL COLLEGE

An alpha-numeric listing of course descriptions for all curricula programs

Listed below are the parts of course descriptions you will find on the following pages and what they mean:

BUS 110	**Entrepreneurship**	**3-0-3**
	This course is an introduction to the process of starting a small business, including forms of ownership and management. Prerequisites: ACC 101, BUS 101, BUS 140, CPT 174, LEG 121, MGT 101 or MGT 150, and MKT 101	

Alphacode indicates the discipline to which the course is assigned.
Course Number indicates the course within that discipline.
Title indicates the name of the course.
Class Hours are the part of the class time each week designated for classroom instruction through presentations.
Lab Hours refer to hands-on testing, experimenting or practicing time incorporated into the class.
Credit Hours are the credits earned upon successful completion of the course.
Course Description is a brief explanation of course content. The course syllabus, available when attending class, will more fully explain the content.
Prerequisite indicates the knowledge, skills or class needed before beginning this class. In most cases, prerequisites concern instruction offered at the College. The department offering that course should be consulted if there is uncertainty about the prerequisite knowledge or skills.
Co-requisite is a course that should be taken at the same time.

ACC 101 Accounting Principles I 3-0-3
This course introduces basic accounting procedures for analyzing, recording and summarizing financial transactions; adjusting and closing the financial records at the end of the accounting cycle; and preparing financial statements. Prerequisite: RDG 032 and MAT 032 or placement

ACC 102 Accounting Principles II 3-0-3
This course emphasizes managerial accounting theory and procedures in basic accounting, cost accounting, budgeting, cost-volume analysis, and financial statement analysis. Prerequisite: ACC 101

ACC 111 Accounting Concepts 3-0-3
This course is a study of the principles of basic accounting functions (collecting, recording, analyzing, and reporting information). Prerequisite: RDG 031 and MAT 031 or placement

ACC 124 Individual Tax Procedures 3-0-3
This course is a study of the income tax structure from the standpoint of the individual, including the preparation of individual income tax returns. Prerequisite: BUS 140 or ACC 101

ACC 150 Payroll Accounting 3-0-3
This course introduces the major tasks of payroll accounting, employment practices, federal, state, and local governmental laws and regulations, internal controls, and various forms and records. Prerequisite: ACC 101

ACC 201 Intermediate Accounting I 3-0-3
This course explores fundamental processes of accounting theory, including a thorough working knowledge and understanding of the preparation of financial statements. Prerequisite: ACC 102, CPT 174

ACC 202 Intermediate Accounting II 3-0-3
In this course, accounting principles and concepts are applied to account evaluation and income determination, including special problems particular to corporations and analysis of financial reports. Prerequisite: ACC 201

ACC 230 Cost Accounting I 3-0-3
This course is a study of the accounting principles involved in job order cost systems. Process costing and budgeting will be covered. Prerequisite: ACC 102

ACC 240 Computerized Accounting 3-0-3
This course is a study of using the computer to design and implement various accounting functions, including financial transactions, records, statements, reports, and documents. Prerequisite: ACC 101

ACC 265 Not-For-Profit Accounting 3-0-3
This course introduces the special accounting need for municipalities, counties, states, the Federal Government, governmental agencies, and other not-for-profit organizations. Prerequisite: ACC 102

ACC 275 Special Topics in Accounting 3-0-3
This course provides an advanced in-depth review of selected topics in accounting using case studies and individual and group problem solving. Prerequisite: ACC 150, ACC 201, MGT 270

AET 101 Building Systems I 2-3-3
This course will enable the student to understand the basics of parametric building information, modeling fundamentals and create residential architectural drawing sets.

AGR 201 Introduction to Sustainable Agriculture 3-0-3
This course provides an evaluation of the main goals of sustainable agriculture to include environmental health, economic profitability, and social and economic equity. It will evaluate management and technological approaches and policies that influence agricultural practices.

AGR 202 Soils 3-3-4
This course introduces land resources, soil formation, classification and mineralogy, and focuses on basic chemical and physical properties of soil. Soil microorganisms, plant nutrients, and fertilization are discussed along with applications of soil properties in relation to plant growth.

AGR 203 Introduction to Animal Science 3-3-4
This course covers a survey of animal industries and their roles and importance to man and society from past to present. Lab will examine the basic principles in the handling of livestock and techniques of farm animal production.

AGR 204 Introduction to Plant Sciences 3-0-3
This course will present the fundamentals of plant sciences, including agronomic and horticultural crops of the major agricultural areas of the world. Emphasis will be given to crops of the Southeastern Region of the U.S.

AGR 205 Integrated Pest Management 3-0-3
Students will study major pests (weeds, insects, and disease) of the major South Carolina crops. Theory and practices of integrated pest management will be explored and compared to conventional pest management strategies.

AGR 206 Basic Farm Maintenance 3-3-4
This course is a study of practical techniques for basic maintenance and repair in an agricultural environment. Students will learn applications and uses of hand tools, basic metal work and machinery maintenance.

AHS 104 Medical Vocabulary/Anatomy 2.5-1.5-3
This course introduces the fundamental principles of medical terminology and includes a survey of human anatomy and physiology. Prerequisite: RDG 032

AHS 106 Cardiopulmonary Resuscitation 1-0-1
This course is a study of the principles of cardiopulmonary resuscitation.

AHS 110 Patient Care Procedures 1-3-2
This course provides a study of the procedures and techniques used in the general care of the patient. Prerequisites: Admission to program & AHS 104, MAT 155, MED 107, MED 115, BIO 110

AHS 119 Health Careers 3-0-3
This course provides information on various health careers to include job responsibility and personal and education requirements as well as an overview of the health care system with its unique nomenclature and delivery of care. Prerequisite: RDG 031

AHS 143 Phlebotomy Skills 5-3-6
This course is a study of phlebotomy equipment, procedures, techniques, and practical experience.

AHS 145 Electrocardiography 1-3-2
This course provides the basic skills necessary to perform ECG's in a hospital, physician's office or other health care setting. The student will be able to perform and interpret basic ECG's. Prerequisites: Admission to the ECG program.

AHS 148 Special Topics in Geriatric Care 2-0-2
This course includes a study of selected topics associated with geriatric care including oxygen needs, dementia, and wound care.

AHS 149 Health Care Skills I 3-0-3
This course includes basic skills needed to care for residents in a long term care setting.

AHS 151 Health Care Procedures I 2-9-5
This course includes a study of fundamental health skills related to the patient/client in all of life's stages. Prerequisite: Admission to program

AHS 152 Health Care Procedures II 1-15-6
This course provides concurrent coordinated clinical experiences that assist the student to master advanced patient/client care skills. Prerequisite: AHS 151

AHS 153 Concepts of Geriatric Care 4-0-4
This course includes a study of developmental theory, modern concepts of aging and geriatric health care concepts. Prerequisite: Admission to program

AHS 154 Culture and Wellness 1-0-1
This course is a study of the impact of cultural factors on health and wellness.

AHS 155 Special Topics in Health Care 3-0-3
This course emphasizes specialized job-related education in health care.

AHS 163 Long Tem Care 2-9-5
This course emphasizes the basic skills needed to care for residents in the long-tem care setting. Students will apply practical use of these skills through clinical experiences in a long-term care facility.

AHS 165 ECG Applications 0-15-5
This course provides ECG/Cardiac Monitoring students practice in various clinical settings. Prerequisites: AHS 145, BIO 110, AHS 104

AHS 166 ECG in a Clinical Setting 0-6-2
This course provides an opportunity to perform ECG's in a hospital, physician's office or other health care setting.

AHS 180 Health Careers Preparation 3-0-3
This course includes selected topics such as study skills, test taking skills, critical thinking, problem solving, ethics, health careers test preparation, and other topics to promote success in the health care field. Prerequisite: RDG-032

AHS 181 Medical Document Formatting for Healthcare 3-0-3
This course covers development and proficiency in producing medical documents used in healthcare facilities. Emphasis is placed on speed, accuracy, and document formatting.

AHS 206 Cross-Sectional Anatomy for Medical Imaging 2-0-2
This course is a study of human anatomy as viewed in cross-sectional planes. This is used in medical imaging modalities such as computed tomography, Magnetic Resonance Imaging, and Ultrasound.
Prerequisite: Admission to CT program

AHS 210 Nutrition for Health Care Professionals 3-0-3
This course focuses on aspects of both normal and clinical nutrition, including topics related to the essential principles of nutrition, assessment of nutritional status, weight control, life-cycle nutrition, health promotion/maintenance, disease prevention and diet therapy. Emphasis is placed on the role of the health care professional and the complexities of nutrition. Prerequisite: BIO 211. Corequisite: NUR 101 or NUR 210, NUR 214

AMT 105 Robotics and Automated Control I 2-2-3
This course includes assembling, testing, and repairing equipment used in automation. Concentration is on connecting, testing, and evaluating automated controls and systems.

AMT 205 Robotics and Automated Control II 2-2-3
This course covers installation, testing, troubleshooting, and repairing of automated systems.

ART 101 Art History and Appreciation 3-0-3
This is an introductory course to the history and appreciation of art, including the elements and principles of the visual arts.

AUT 102 Engine Repair 2-6-4
This course is a basic study of the diagnostic procedures used to locate and repair internal engine malfunctions.

AUT 111 Brakes 1-6-3
This course is a study of the fundamentals of hydraulics and brake components in their application to automotive brake systems.

AUT 115 Manual Drive Train/Axle 2-2-3
This course is a basic study of clutches, gearing and manual transmission operation, including the basic study of rear axles and rear axle set up.

AUT 124 Steering, Suspension & Alignment 2-6-4
This course is the study of the fundamentals of steering, suspension and alignment and includes inspection, diagnostics, maintenance and repair of systems.

AUT 131 **Electrical Systems** 1-6-3
This course is a study of the individual systems and components that when combined form the entire automobile electrical system. The course includes starting and charging systems, ignition, engine, chassis, and accessory systems as well as instruction in the proper use of electrical schematics.

AUT 145 **Engine Performance** 1-6-3
This course covers the diagnosis of various performance problems using the appropriate diagnostic equipment and diagnostic manuals. Logical thinking is also included in the course.

AUT 151 **Automotive Transmission/Transaxle** 1-6-3
This course is a basic study of automotive transmission and transaxle service, including proper procedures for doing minor transmission service and adjustments, including transmission and transaxle removal and replacement procedures.

AUT 159 **Tools, Equipment & Reference Manuals** 2-3-3
This course is a study of the proper selection, care, and use of tools and equipment, including proper use of service and reference manuals and guides.

AUT 161 **Introduction to Automotive Maintenance** 1-0-1
This course is an introduction into automotive maintenance. Topics will include basic tool usage, shop safety, fluid service, tires, basic electrical and automotive systems theory.

AUT 211 **Advanced Brakes** 1-6-3
This course is a study of four wheel anti-lock brakes and rear anti-lock brakes, including operation of system, diagnosis, service, and repair. Prerequisite: AUT 111

AUT 222 **Four Wheel Alignment** 1-3-2
This course is a review of alignment angles and adjusting procedures used in four wheel alignment, including the use of four wheel alignment equipment. Prerequisite: AUT 124

AUT 231 **Automotive Electronics** 3-3-4
This course includes the study of solid state devices, microprocessors and complete diagnostics using the latest available equipment. Prerequisite: AUT 131

AUT 241 **Automotive Air Conditioning** 2-6-4
This course is a study in the principles of refrigeration, operation, and testing procedures to determine the cause of malfunction, servicing or repairing by approved methods. Emphasis is on special tools, equipment, and safety procedures.

AUT 245 **Advanced Engine Performance** 2-9-5
This course includes "hands-on" diagnostics, including an in-depth study and use of the oscilloscope in diagnosing engine performance problems. Prerequisite: AUT 145

AUT 262 **Advanced Automotive Diagnosis and Repair** 2-6-4
This course is an advanced study of the proper diagnostic and repair procedures required on newer computerized automobiles, including scan tools and digital multimeter operation. Prerequisites: AUT 245

AUT 268 **Special Topics in Automotive** 2-3-3
This course covers special subject matter, new technology, new testing equipment, and diagnostic routines. Prerequisite: AUT 275

AUT 270 **SCWE in Automotive Technology** 0-20-4
This course includes supervised on-the-job training in an approved business, service firm, or industrial facility related to the automotive industry. Prerequisite: All AUT courses and permission of the Instructor

AUT 275 Alternate Technology Vehicles 2-3-3
This course is the study of vehicles powered with gasoline engines in combination with other non-gasoline power systems. Hybrid, Fuel Cell, compressed gases and diesel/bio-diesel and Homogeneous Charge Compression Ignition (HCCI) technology will be covered in this course. Prerequisite: AUT 231

BAF 101 Personal Finance 3-0-3
This course includes the practical applications of concepts and techniques used in managing personal finances. Major areas of study include financial planning, budgeting, credit use, housing, insurance, and retirement planning. Prerequisite: RDG 031 and MAT 031 or placement

BCT 123 Architectural Drafting 1-6-3
This course is an introduction to the principles of architectural planning and design with an emphasis on residential and light construction. Prerequisite: CET 120

BCT 221 Construction Building Code 2-3-3
This course is a study of local, state, and national building code requirements as they apply to residential and commercial construction.

BIO 101 Biological Science I 3-3-4
This course is the first of a sequence introducing biology. Topics include the scientific method, basic biochemistry, cell structure and function, cell physiology, cell reproduction and development, Mendelian genetics, natural selection, evolution, and ecology. Prerequisite: RDG 032

BIO 102 Biological Science II 3-3-4
This is a continuation of introductory biology which includes classification of organisms and structural and functional considerations of all kingdoms (particularly major phyla as well as viruses). Vertebrate animals and vascular plants are emphasized. Prerequisite: BIO 101 with a grade of "C" or better.

BIO 110 General Anatomy and Physiology 3-0-3
This course is a general introduction to the anatomy and physiology of the human body. Emphasis is on the organ systems of the human and their interrelationships. Prerequisite: RDG 031

BIO 112 Basic Anatomy and Physiology 3-3-4
This course is a basic integrated study of the structure and function of the human body. Prerequisite: BIO 110 with a grade of "C" or better or Biology Placement Test.

BIO 210 Anatomy and Physiology I 3-3-4
This is the first in a sequence of courses, including intensive coverage of the body as an integrated whole. All body systems are studied. Prerequisite: BIO 112 with a grade of "C" or better or Biology Placement Test

BIO 211 Anatomy and Physiology II 3-3-4
This is a continuation of a sequence of courses, including intensive coverage of the body as an integrated whole. All body systems are studied. Prerequisite: BIO 210 with a grade of "C" or better.

BIO 225 Microbiology 3-3-4
This is a detailed study of microbiology as it relates to infection and the disease processes of the body. Topics include immunity, epidemiology, medically important microorganisms, and diagnostic procedures for identification. Prerequisite: BIO 211 with a grade of "C" or better or two semesters freshman college biology with a grade of "C" or better.

BIO 240 Nutrition 3-0-3
This course is an introduction to the essential aspects concerning the science of nutrition. Particular emphasis is on the classes of nutrients and their physiological uses in the body. Body energy requirements and the nutritional status of the world are considered.
Prerequisite: BIO 102 or BIO 211

BTN 101 Introduction to Biotechnical Engineering 3-0-3
This is an introductory course which exposes students to the diverse fields of biotechnology, biomedical engineering, bioprocesses, and related areas. Students will apply biological and engineering concepts to design materials and processes that directly measure, repair, improve & extend living systems.

BTN 142 Issues in Biomanufacturing 1-0-1
This course is an introduction to the manufacturing aspects of biotechnical engineering with focus on career exploration and the skills needed to serve as a technician in the biotechnology industry. The major focus is to expose students to all aspects of biotechnology as it relates to engineering.

BTN 242 Introduction to Biomanufactuting 3-0-3
This is a senior project course with emphasis on instrumentation and process control for biomanufacturing. Diverse fields of biotechnology, biomedical engineering, and agricultural and environmental engineering are addressed.

BUS 101 Introduction to Business 3-0-3
This course is a study of the nature of business activity in relation to the economic society, including how a business is owned, organized, managed, and controlled. Prerequisite: RDG 032, MAT 032

BUS 110 Entrepreneurship 3-0-3
This course is an introduction to the process of starting a small business, including forms of ownership and management. Prerequisites: ACC 101, BUS 101, BUS 140, CPT 174, LEG 121, MGT 101 or MGT 150, and MKT 101

BUS 115 Introduction to Entrepreneurship 3-0-3
This is an introductory course that exposes students to the concept of entrepreneurship and explores various business ideas. Students will identify their entrepreneurship type, goals, talents, and decide on the best business idea for them. Prerequisite: CPT 101 or CPT 170 or computer experience

BUS 116 Business Opportunity Analysis 3-0-3
This course introduces the research process, examines effective research strategies, and reveals major resources that are available to research a business idea. Prerequisite: BUS 115

BUS 120 Business Plan 3-0-3
This course involves the development of a sound business plan for a small business idea. Students will assess the strengths and weaknesses of a business idea; develop a marketing plan, prepare financial projections, and identify and evaluate potential funding sources for their business. Prerequisites: BUS 115, BUS 116, and BUS 140

BUS 140 Business Mathematics 3-0-3
This course provides applications of business mathematics in the study of discounting, marking up, inventory, and insurance. Other topics may include payrolls and commission computations, introduction to stocks and bonds, and other accepted business practices. Prerequisite: RDG 032 and MAT 032 or placement

BUS 175 International Business 3-0-3
This is an introductory course in international business and trade. The course will explore the reasons companies choose to enter the international market, various marketing approaches, government regulations and opportunities for the individual. Prerequisite: ENG 032, RDG 032

BUS 176 International Marketing 3-0-3
This course includes the study of economic, political, legal, and cultural environments affecting international marketing, how to adapt the marketing mix to foreign markets, and how a company or product evaluates opportunities in international marketing. Prerequisites: ENG 032, RDG 032 and MAT 032 or placement

BUS 220 **Business Ethics** 3-0-3
This course includes the exploration of ethical issues arising in the context of doing business. Representative topics: employee rights and responsibilities, corporate regulations and rights, discrimination, truth in advertising, employee privacy, environmental exploitation, and free enterprise. Major focus of this course is the need to protect the public who is the major stakeholder in each ethical decision. Prerequisite: RDG 032

BUS 240 **Business Statistics** 3-0-3
This course is a study of statistical methods related to business, including descriptive statistics, probability, binomial and normal distributions, and hypothesis testing.

BUS 268 **Special Projects in Business** 2-3-3
This course includes research, reporting, and special activities for successful employment in the business world. Prerequisites: ACC 101, BAF 101, BUS 101, BUS 140, CPT 174, LEG 121, MGT 270, MKT 101

CET 105 **Surveying I** 2-3-3
This course includes surveying theory and practice, care and use of instruments, and traversing procedures and computation of closure.
Co-requisite: MAT 170

CET 120 **Construction Materials** 2-3-3
This course includes a study of basic materials used in construction including research of building product specifications.

CET 130 **Contracts and Engineering Law** 3-0-3
This course covers a study of basic engineering law; owner, engineer contractor relations and responsibilities; contracts, bidding procedure, and specification interpretations. Prerequisite: None

CET 210 **Strength of Materials** 3-0-3
This course covers the effects of applying various types of loads to structural members and makes comparisons of allowable stresses and strains.
Prerequisites: MAT 170 or equivalent, EGR 190

CET 245 **Cost Estimating** 2-3-3
This course includes a study of project cost and scheduling through the use of proven construction estimating techniques.
Prerequisites: CET 120, MAT 170

CHM 105 **General, Organic and Biochemistry** 3-3-4
This course is a study of the fundamental principles of chemistry, including atomic and molecular structure, common substances and reactions, introduction to organic chemistry, and biochemistry.
Prerequisite: RDG 032 and MAT 101 or equivalent

CHM 110 **College Chemistry I** 3-3-4
This is the first course in a sequence which includes the following topics: atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions, and equilibria. Prerequisite: RDG 032 and MAT 102 or equivalent

CHM 111 **College Chemistry II** 3-3-4
This course is a continuation of the study of atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions, and equilibria. Other topics included are kinetics, thermodynamics and electrochemistry. Prerequisite: CHM 110 with a grade of "C" or better

CHM 211 **Organic Chemistry I** 3-3-4
This is the first in a sequence of courses that includes nomenclature, structure and properties, and reaction mechanisms of basic organic chemistry. Prerequisite: MAT 102 and CHM 111 with a grade of "C" or better

CHM 212 **Organic Chemistry II** 3-3-4
This course is a continuation of basic organic chemistry. Topics include nomenclature, structure and properties, reaction mechanisms of basic organic chemistry, biochemistry, and spectroscopy. Prerequisite: CHM 211 with a grade of "C" or better

CIM 131 **Computer Integrated Manufacturing** 3-0-3
This course is a comprehensive overview of the total manufacturing operation.

COL 103 **College Skills** 3-0-3
This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance, and other subjects to facilitate student success.

COL 105 **Freshman Seminar** 3-0-3
This course is a study of the purposes of higher education and provides a general orientation to the functions and resources of the college. This course is designed to help freshmen adjust to the college community, develop a better understanding of the learning process, and acquire essential academic survival skills. Prerequisite: Admission to the Presidential Scholars Program

COL 106 **Skills for College Success** 1-0-1
This course is designed to enhance the skills of entering freshmen to facilitate their ability to succeed in the college environment. The course topics include student/instructor expectations, time management, library/computer orientation, listening/note-taking, studying for success, learning styles/personality types, and diversity and differences on campus.

COL 107 **Computer Literacy Skills for College Success** 3-0-3
This course is designed for students who need an introduction to computer literacy and word processing skills in order to develop or improve basic keyboarding and to use the computer for self-paced computer-based and web-based instruction and communication.

COL 205 **Leadership Seminar** 3-0-3
This course is a study of the foundational skills needed to assume leadership roles in academic, professional, and personal settings. Topics include information literacy, financial literacy, stress and conflict management, critical thinking, and employability skills. A portfolio will be completed. Prerequisite: Admission to the Presidential ScholarS Program.

COL 250 **Information Literacy** 3-0-3
This course introduces students to a wide range of print and electronic information resources and literacy skills basic to success in their academic work, their career, and in life long learning. This course transfers to either the USC or College of Charleston College of Education. Prerequisite: ENG 032 or appropriate score, RDG 032 or appropriate score

CPT 101 **Introduction to Computers** 3-0-3
This course covers basic computer history, theory and applications, including word processing, spreadsheets, data bases, and the operating system.

CPT 104 **Introduction to Information Technology** 3-0-3
This course is a study of basic computer components and peripherals, basic computer functions, i/o concepts, storage concepts, data communications, distributed processing, and programming language concepts.

CPT 119 **Computing and Online Learning Fundamentals** 3-0-3
This course is a study of fundamental computing and online learning tools. Emphasis is placed on PC operation, use of peripherals, file management, and proper computer terminology. Topics will also include an introduction to basic office management software and Internet resources. Prerequisite: COL 107

CPT 163 **Introduction to Multimedia for Web Pages** 3-0-3
This course is a study of the development and editing of graphics, audio, and video elements to be used in the design and implementation of effective web pages.

CPT 167 **Introduction to Programming Logic** 3-0-3
This course introduces foundation concepts in structured programming. Problem solving and algorithm development through pseudocode and flowcharting is emphasized. Solutions are developed using the basic control structures of sequence, decision, and iteration. Prerequisite: R-score or CPT 236 with a grade of "C" or better.

CPT 170 Microcomputer Applications 3-0-3
This course introduces microcomputer applications software, including word processing, data bases, spreadsheets, graphs, and their integration. Prerequisite: COL 107 or keyboarding experience.

CPT 172 Microcomputer Database 3-0-3
This course introduces microcomputer database concepts, including generating reports from a data base, creating, maintaining, and modifying data bases. Prerequisite: CPT 170 with a grade of "C" or better.

CPT 174 Microcomputer Spreadsheets 3-0-3
This course introduces the use of spreadsheet software on the microcomputer. Topics include creating, editing, using formulas, using functions, and producing graphs. Prerequisites: CPT 170 and BUS 140 with a grade of "C" or better.

CPT 179 Microcomputer Word Processing 3-0-3
This course introduces microcomputer word processing. Topics include creating, editing, formatting, and printing documents. Prerequisites: CPT 170 with a grade of "C" or better

CPT 200 Database Design I 3-0-3
This course introduces the concepts of entities, attributes, and relationships to create data models that represent the "ideal database system" by generating ER Diagrams, Business rules, and Normalization. Prerequisite: CPT 101 with a grade of "C" or better.

CPT 201 Database Design II 3-0-3
This course includes the transformation of a conceptual data modal into a logical database model by mapping the ER Model into the Software Development Life Cycle (SDLC) to create a Database. Prerequisite: CPT 200 with a grade of "C" or better.

CPT 202 SQL Programming I 3-0-3
This course is an introduction to writing basic Structured Query Language (SQL) used in creating tables, inserting data, retrieving data, and manipulating data from a database. Prerequisite: CPT 201 with a grade of "C" or better.

CPT 203 SQL Programming II 3-0-3
This course focuses on advanced SQL programming by creating constraints, views, indexes, synonyms, and/or data security by creating SQL projects. Prerequisite: CPT 202 with a grade of "C" or better.

CPT 209 Computer Systems Management 3-0-3
This course examines the methods and procedures used in maintaining microcomputer systems. Topics include hardware and software installation, configuration, operations, and troubleshooting.
Prerequisites: CPT 101 with a grade of "C" or better

CPT 212 Visual Basic Programming 3-0-3
This course focuses on menu-driven systems, interactive program design, subroutines, file conversions, and file creation and maintenance using advanced techniques for basic programming.
Prerequisite: CPT 237 with a grade of "C" or better.

CPT 213 Advanced Visual Basic Programming 3-0-3
This course is a study of the object-oriented features of Visual Basic and their use in accessing databases. It includes classes, collections, and Web access. Prerequisite: CPT 212 with a grade of "C" or better.

CPT 232 C++ Programming I 3-0-3
This introductory course in C++ programming emphasizes the designing, coding, testing, and debugging of C++ programs involving input/output operations, data types, storage classes, decision structures, looping, functions, arrays, simple pointers, and strings.
Prerequisite: CPT 237 with a grade of "C" or better.

CPT 233 C++ Programming II 3-0-3
This course introduces object-oriented design techniques using C++. Topics include classes, overloading operators, inheritance, and virtual functions. Prerequisite: CPT 232 with a grade of "C" or better.

CPT 236 Introduction to Java Programming 3-0-3
This course is an introduction to Java programming. Topics will cover Java syntax and classes for use in the development of Java applications and applets. Prerequisite: CPT 167

CPT 237 Advanced Java Programming 3-0-3
This course is a study of advanced topics of the Java programming language by building on a basic knowledge of the Java language. Topics covered will include multi-reading, swing classes, swing event models, advanced layout managers, the javabean component model, network programming, and server-side programming. Prerequisite: CPT 236 with a "C" or better.

CPT 239 Active Server Pages 3-0-3
This course is a study of Active Server Pages (ASP) programming to build, implement, and execute ASP scripts. It examines topics related to the syntax of server-side ASP scripting as well as the use of ASP with databases. Prerequisites: IST 226 and (CPT 167or CPT 236) with a grade of "C" or better.

CPT 244 Data Structures 3-0-3
This course examines data structures widely used in programming. Topics include linked lists, stacks, queues, trees, and sorting and searching techniques. Prerequisite: CPT 237 with a grade of "C" or better.

CPT 247 UNIX Operating Systems 3-0-3
This course is the study of UNIX commands, including the VI editor, file structure and shell programming. Prerequisite: CPT 101 with a "C" or better.

CPT 263 Advanced Multimedia for Web Pages 3-0-3
This course is a study of the development and editing of graphics, audio and video elements to be used in the design and implementation of effective web pages.

CPT 264 Systems and Procedures 3-0-3
This course covers the techniques of system analysis, design, development and implementation.

CPT 268 Computer End User Support 3-0-3
This course is a study of end-user support of computer based technologies. Topics include end-user support functions, developing training modules to include strategies to provide ongoing technical assistance. Emphasis is on solving problems with analysis, troubleshooting and end-user interaction. Prerequisite: CPT 170 with a "C" or better.

CPT 283 PHP Programming I 3-0-3
This course is an introduction to the PHP programming language and will cover topics related to the syntax of PHP language and how PHP can be used to design and develop dynamic, database-driven web pages. Prerequisites: IST 226 and (CPT 167, CPT 236) with a grade of "C" or better

CPT 295 Desktop Publishing Applications 3-0-3
This course is a study of application software used to design, edit, and produce a variety of documents for marketing purposes. Prerequisites: CPT 170 with a grade of "C" or better

CRJ 101 Introduction to Criminal Justice 3-0-3
This course includes an overview of the functions and responsibilities of agencies involved in the administration of justice to include police organizations, court systems, correctional systems, and juvenile justice agencies. Prerequisites: ENG 032, RDG 032

CRJ 102 Introduction to Security 3-0-3
This course includes an introduction to the philosophy and application of security. The protection of personnel, facilities, and other assets, as well as administrative, legal, and technical problems of loss prevention and control will be analyzed. Prerequisites: ENG 032, RDG 032

CRJ 110 Police Patrol 3-0-3
This course provides an understanding of the duties, extent of authority, and responsibilities of the uniformed patrolman. Special emphasis is placed on patrol function-line activities including traffic control and investigation, community relations, vice control, tactical units, civil disturbances, and preventative patrol.

CRJ 120 Constitutional Law 3-0-3
This course covers the analysis of the historical development of the U.S. Constitution and the relationship of rights contained therein to the state and the individual. The application of the Bill of Rights to federal and state systems is examined. Prerequisites: CRJ 115 or LEG 231

CPT 283 PHP Programming I 3-0-3
This course is an introduction to the PHP programming language and will cover topics related to the syntax of PHP language and how PHP can be used to design and develop dynamic, database-driven web pages. Prerequisites: IST 226 and (CPT 167, CPT 236) with a grade of "C" or better

CPT 295 Desktop Publishing Applications 3-0-3
This course is a study of application software used to design, edit, and produce a variety of documents for marketing purposes. Prerequisites: CPT 170 with a grade of "C" or better

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CRJ 125 Criminology 3-0-3
This course is a study of the various theories of criminal causation and control, the identification of criminal typologies, and the reaction of society to crime and criminals. Prerequisites: ENG 032, RDG 032

CRJ 130 Police Administration 3-0-3
This course is a study of the organization, administration, and management of law enforcement agencies. Prerequisite: CRJ 101

CRJ 145 Juvenile Delinquency 3-0-3
This course includes a survey of the sociological, biological, and psychological theories involved in juvenile delinquency, modern trends in prevention, and treatment. Prerequisites: ENG 032, RDG 032

CRJ 202 Criminalistics 3-0-3
This course covers an introduction to investigative techniques which stress the examination of questioned documents, fingerprint techniques, polygraph examinations, firearms identification, pathology, toxicology, ballistics, and clandestine operations. Prerequisite: CRJ 101, LEG 231, CRJ 230

CRJ 210 **The Juvenile and the Law** 3-0-3
This course is a study of the juvenile justice system. This process is examined from initial custody to disposition, both from an historical and modern perspective. Prerequisite: CRJ 101

CRJ 125 **Criminology** 3-0-3
This course is a study of the various theories of criminal causation and control, the identification of criminal typologies, and the reaction of society to crime and criminals. Prerequisites: ENG 032, RDG 032

CRJ 130 **Police Administration** 3-0-3
This course is a study of the organization, administration, and management of law enforcement agencies. Prerequisite: CRJ 101

CRJ 145 **Juvenile Delinquency** 3-0-3
This course includes a survey of the sociological, biological, and psychological theories involved in juvenile delinquency, modern trends in prevention, and treatment. Prerequisites: ENG 032, RDG 032

CRJ 202 **Criminalistics** 3-0-3
This course covers an introduction to investigative techniques which stress the examination of questioned documents, fingerprint techniques, polygraph examinations, firearms identification, pathology, toxicology, ballistics, and clandestine operations. Prerequisite: CRJ 101, LEG 231, CRJ 230

CRJ 210 **The Juvenile and the Law** 3-0-3
This course is a study of the juvenile justice system. This process is examined from initial custody to disposition, both from an historical and modern perspective. Prerequisite: CRJ 101

CRJ 220 **The Judicial Process** 3-0-3
This course includes an overview of the law-making function of the courts, the growth of common law, the structure and organization of the courts, court processes and procedures involved in criminal and civil cases, and the question of reform for the administration of justice. Prerequisite: CRJ 115 or LEG 231

CRJ 222 **Ethics in Criminal Justice** 3-0-3
This course is a study of ethics and how it applies to the criminal justice profession. Multifaceted ethical dilemmas including situations from policing, corrections, probation, security, and law are studied and analyzed with a focus on real world solutions. Problem solving skills are taught. Prerequisites: ENG 032, RDG 032

CRJ 224 **Police Community Relations** 3-0-3
This course is a study of the importance of two-way communication between the criminal justice system and the community to foster a working relationship to control crime. A variety of topics is studied, including citizen involvement in crime prevention and police officer interpersonal relations. Prerequisites: ENG 032, RDG 032

CRJ 230 **Criminal Investigations I** 3-0-3
This course is a study of the fundamentals of interviewing witnesses and interrogating suspects. Different methods of conducting crime scene searches and methods used in investigating various crimes are studied in the course. Prerequisites: ENG 032, RDG 032

CRJ 236 **Criminal Evidence** 3-0-3
This course is a study of the established rules of evidence from arrest to release in the administration of criminal justice. Prerequisite: CRJ 115 or LEG 231

CRJ 238 **Industrial and Retail Security** 3-0-3
This course is a study of the proper methods of reducing losses caused by shoplifting, employee theft, and industrial espionage. The proper use of security hardware such as alarm systems, CCTV, and fencing are also studied in the course. Prerequisites: ENG 032, RDG 032

CRJ 240 Correctional Treatment 3-0-3
This course is a study of the methods of classification and categorization of inmates. Consideration is given to various treatment plans and methods of rehabilitation programs. Particular emphasis is placed on the practicalities and limitations of treatment and rehabilitation of offenders in an institutional setting. Prerequisites: ENG 032, RDG 032

CRJ 242 Correctional Systems 3-0-3
This course is an introduction to aspects of the correctional function in criminal justice, including organization, process, procedure, and clients incarcerated and on conditional release. Prerequisites: ENG 032, RDG 032

CRJ 244 Probation, Pardon and Parole 3-0-3
This course is a study of the development, organization, operation, and results of systems of probation and parole as substitutes for incarceration. The philosophy and methods of treatment of offenders and the operational problems and activities of the probation/parole officer are studied in the course. Prerequisites: ENG 032, RDG 032

CRJ 246 Special Problems in Criminal Justice 3-0-3
In this course, issues are examined within the Criminal Justice community/profession which are of special concern to students and practitioners because of such elements as timeliness, local concern, legalistics, and other dynamic factors of such issues. Prerequisites: ENG 032, RDG 032

CRJ 250 Criminal Justice Internship I 0-9-3
This course includes practical experience in a criminal justice or private security setting. Prerequisite: 51 curriculum hours completed, specified 2.5 GPA, and permission of the program coordinator.

DHM 105 Diesel Engines I 2-3-3
This course covers the basic study of diesel engine design and operating principles.

DHM 108 Diesel Engine Tune-Up 1-3-2
This course is a study of diesel engine tune-up principles and practices. Students will explore ways to minimize overall operational costs, as well as the use of aftermarket add-on equipment such as performance electronic computer chips, high output turbochargers, and custom exhaust installation.

DHM 121 Introduction to Diagnostic Testing 1-3-2
This course is an introduction to basic theory and practical application of diagnostic testing equipment in trouble-shooting procedures. Content includes the study of diagnostic software and generic diagnostic readers for all major engine manufacturers.

DHM 125 Diesel Fuel Systems 2-3-3
This course is a basic study of diesel engine fuel systems including pumps, governors, and injectors.

DHM 173 Electrical Systems I 2-3-3
This course is the study of basic electrical theory as applied to truck & heavy equipment batteries, starters, and alternators.

ECD 101 Introduction to Early Childhood 3-0-3
This course includes an overview of the history, theories, and curriculum models of early education. Emphasis is on current trends/issues, with a review of state/national regulations. Characteristics of quality programs and professional teachers are explored in the course.

ECD 102 Growth and Development I 2.5-1.5-3
This course is an extensive study of philosophies and theories of growth and development of infants/toddlers. Focus is on "total" development of the child, with emphasis on physical, social, emotional, cognitive, and nutritional areas. Developmental tasks and appropriate activities are explored in the course. See ECD Program display for special admissions requirements. Prerequisites: ENG 032, RDG 032

ECD 105 **Guidance - Classroom Management** 2.5-1.5-3
This course is an overview of developmentally appropriate effective guidance and classroom management techniques for the teacher of young children. A positive proactive approach is stressed in the course. Special admissions requirements. Prerequisites: ENG 032, RDG 032

ECD 107 **Exceptional Child** 3-0-3
This course includes an overview of special needs of children and their families. Emphasis is on prevalence of disorders, treatment modalities, community resources serving exceptional children, the teacher's role in mainstreaming and early identification, and on federal legislation affecting exceptional children. Prerequisites: ENG 032, RDG 032

ECD 108 **Family and Community Relations** 2.5-1.5-3
This course is an overview of techniques and materials for promoting effective family/program partnerships to foster positive child development. Emphasis is on availability and accessibility of community resources and on developing appropriate communication skills. Prerequisites: ENG 032, RDG 032

ECD 131 **Language Arts** 3-0-3
This course is a study of methods and materials in age-appropriate language experiences. Opportunities are provided to develop listening, speaking, pre-reading, and pre-writing skills through planning, implementation and evaluation of media, methods, techniques, and equipment. Methods of selection, evaluation, and presentation of children's literature are included. Prerequisites: ENG 032, RDG 032

ECD 132 **Creative Experiences** 2.5-1.5-3
In this course, the importance of creativity and independence in creative expression are stressed. A variety of age-appropriate media, methods, techniques, and equipment are utilized. Students plan, implement, and evaluate instructional activities. Prerequisites: ENG 032, RDG 032

ECD 133 **Science and Math Concepts** 2.5-1.5-3
This course includes an overview of pre-number and science concepts developmentally-appropriate for young children. Emphasis is on the planning, implementation, and evaluation of developmentally-appropriate activities utilizing a variety of methods and materials. Prerequisites: ENG 032, RDG 032

ECD 135 **Health, Safety and Nutrition** 3-0-3
This course covers a review of the health/safety practices recommended for child care and includes information on common diseases and health problems. Certification preparation is provided in pediatric safety, CPR, and first aid. Guidelines and information on nutrition and developmentally-appropriate activities are also studied in the course. Prerequisites: ENG 032, RDG 032

ECD 201 **Principles of Ethics and Leadership in Early Care & Education** 3-0-3
This course includes an overview of historical views on leadership in early care and education. Emphasis is on current trends and issues. This course also includes a review of ethical principles as they relate to children, families, colleagues, and the community and society. Characteristics of professional teachers in early care and education are also explored. Prerequisites: ENG 032, RDG 032, ECD 237

ECD 203 **Growth and Development II** 2.5-1.5-3
This course is an in-depth study of pre-school children growing and developing in today's world. Focus is on "total" development of the child with emphasis on physical, social, emotional, cognitive, and nutritional areas of development. Developmental tasks and appropriate activities are explored in the course. Prerequisite: ECD 102

ECD 237 **Methods and Materials** 2.5-1.5-3
This course includes an overview of developmentally-appropriate methods and materials for planning, implementing, and evaluating environments. Emphasis is on integrating divergent activities in each curriculum area. Prerequisite: ECD 132

ECD 243 Supervised Field Experience I 1-6-3
This course includes emphasis on planning, implementing and evaluating scheduled programs, age appropriate methods, materials, activities, and environments of early childhood principles and practices.
Prerequisite: ECD 237

ECD 270 Foundation in Early Childhood Education 3-0-3
This course is the foundation of early childhood education. Emphasis is on the roles, programs, history, and current trends in early childhood education. The course includes service learning hours in Preschool and K-Primary schools.

ECO 201 Economic Concepts 3-0-3
This course is a study of micro- and macro-economic concepts and selected economic problems. Prerequisites: RDG 032, MAT 032

ECO 207 International Economics 3-0-3
This course is a study of topics in international economics including the causes and consequences of economic development, international trade, and emerging global economic systems. Prerequisites: RDG 032 and MAT 032 or placement.

ECO 210 Macroeconomics 3-0-3
This course includes the study of the fundamental principles and policies of a modern economy to include markets and prices, national income, accounting cycles, employment theory and fiscal policy, banking and monetary controls, and the government's role in economic decisions and growth. Prerequisites: RDG 032, MAT 032

ECO 211 Microeconomics 3-0-3
This course includes the study of the behavior of households and firms including supply and demand, elasticity, price/input in different market structures, pricing of resources, regulations, and comparative advantage and trade. Prerequisites: RDG 032, MAT 032

EDU 201 Classroom Inquiry with Technology 3-0-3
This course explores teaching as a data driven, reflective practice. The students will use research tools to understand teaching and learning with a classroom context and reflect on the relationship among and between technology, theory, student learning, and instructional practices.
Prerequisite: CPT 101 or CPT 170

EDU 230 Schools in Communities 3-3-4
This course provides students with a basic understanding of the social, political, and historical aspects of diverse educational institutions in American culture with an emphasis on families, schools, and communities.
Prerequisite: ENG 032, RDG 032

EDU 241 Learners and Diversity 3-3-4
This course is a study of lifespan development and learning with an emphasis on individual and group diversity. The students are required to participate in a field experience. Prerequisite: ENG 032, RDG 032

EEM 115 DC Circuits 3-3-4
This course is a study of atomic theory related to electronics and circuit theory. It covers electrical parameters and units, Ohm's law, Kirchhoff's laws, power, and energy. It also includes inductance, capacitance, and DC instruments. Circuits are constructed and tested. Prerequisite: None.

EEM 116 AC Circuits 3-3-4
This course is a study of the characteristics of alternating current and voltage in resistors, capacitors, and inductors. Series, parallel, and complex circuits are covered. Circuits are constructed and tested. Prerequisite EEM 115 or equivalent

EEM 117 AC/DC Circuits I 3-3-4
This course is a study of direct and alternating theory, Ohm's law, series, parallel, and combination circuits. Circuits are constructed and tested.

EEM 118 AC/DC Circuits II 3-3-4
This course is a continuation of the direct and alternating current theory to include circuit analysis using mathematics and verified electrical measurements. Prerequisite: EEM 117 or EEM 115 and MAT 155

EEM 121 Electrical Measurements 2-3-3
This course covers the basic principles of electrical measuring instruments and how they are used in industries. Co-requisite: EEM 117

EEM 131 Solid State Devices 3-3-4
This course is a study of semiconductor theory and common solid state devices. Circuits are constructed and tested. Prerequisite: EEM 118 or EEM 116

EEM 140 National Electrical Code 3-0-3
This course is a study of the national electrical code and is based on the latest codes as published by the National Fire Protection Association (NFPA).

EEM 145 Control Circuits 2-3-3
This course covers the principles and applications of component circuits and methods of motor control. Prerequisite: EEM 118 or EEM 116

EEM 160 Industrial Instrumentation 3-0-3
This course covers the basic principles of instrumentation, including a discussion of various instruments employed in industrial applications.

EEM 165 Residential/Commercial Wiring 3-3-4
This course is a study of wiring methods and practices used in residential and commercial applications. Prerequisite: EEM 117 or EEM 115

EEM 166 Commercial/Industrial Wiring 3-3-4
This course is a study of wiring methods and practices in commercial and industrial applications.

EEM 215 DC/AC Machines 2-3-3
This course is a study of applications, operations, and construction of DC and AC machines. Prerequisite: EEM 118 or EEM 116

EEM 221 DC/AC Drives 2-3-3
This course covers the principles of operation and application of DC drives and AC drives. Prerequisite: EEM 118 or EEM 116 and EEM 215

EEM 230 Digital Electronics 3-3-4
This course is a study of the logic, mathematics, components and circuits utilized in digital equipment. This course includes the function and operation of digital integrated circuit devices. Prerequisite: EEM 118 or EEM 116

EEM 231 Digital Circuits I 3-0-3
This course is a study of the logic elements, mathematics, components, and circuits utilized in digital equipment. Emphasis is placed on the function and operation of digital integrated circuit devices.

EEM 235 Power Systems 2-3-3
This course is a study of the design, operation, and installation of power distribution applications. Load analysis, rate and power economics are covered. Prerequisite: EEM 118 or EEM 116

EEM 251 Programmable Controllers 2-3-3
This course is an introduction to programmable control systems with emphasis on basic programming techniques. A variety of input/output devices and their applications are covered. Corequisite: EEM 230

EEM 252 Programmable Controller Applications 2-3-3
This course covers the principles of operation and application of programmable controller theories and operation procedures. Topics such as interfacing, data manipulation, and report generation are covered. Programmable controller projects are constructed, operated, and tested. Prerequisite: EEM 251. Corequisite: EEM 145

EET 101 Basic Electronics 1-3-2
This course is a survey of electrical systems, electronics and measurement methods for non-electronic engineering technology students. Circuits are constructed and tested.

EET 113 Electrical Circuits I 3-3-4
This course is a study of direct and alternating currents, covering resistance and impedance in series, parallel, and series-parallel circuits using Ohm's law, Kirchhoff's laws and basic circuit theorems. Circuits are analyzed using mathematics and verified using electrical instruments.

EET 140 Digital Electronics 3-0-3
This course is a study of the fundamentals of logic theory and circuits. Circuits are analyzed mathematically and tested using simulation software and electronic instruments.

EET 141 Electronic Circuits 3-3-4
This course is a study of electronic circuits using discrete and integrated devices, including analysis, construction, testing, and troubleshooting. Prerequisite: EET 113

EET 143 Digital Electronics Laboratory 0-3-1
This course provides an in-depth study of advanced digital electronics which include memory elements, flip-flops, synchronous and asynchronous counters, programmable logic arrays, read-only memories, eproms, and analog/digital conversion. The course also provides an introduction to microprocessors.

EET 145 Digital Circuits 3-3-4
This course is a study of number systems, basic logic gates, Boolean algebra, logic optimization, flip-flops, counters, and registers. Circuits are modeled, constructed and tested. Prerequisite: EET 141

EET 210 Digital Integrated Circuits 3-3-4
This course includes the study of various digital integrated circuits with emphasis on programmable logic devices. Circuits are modeled, constructed and tested. Prerequisite: EET 145

EET 227 Electrical Machinery 2-3-3
This course is a study of AC and DC electromechanical energy conversion devices, theory, applications, and control. Devices are tested and verified using electrical instruments. Prerequisites: EET 113, EET 141, EET 145 or equivalent

EET 235 Programmable Controllers 2-3-3
This course is a study of relay logic, ladder diagrams, theory of operation, and applications. Loading ladder diagrams, debugging, and troubleshooting techniques are applied to programmable controllers.

EET 251 Microprocessor Fundamentals 3-3-4
This course is a study of binary numbers, microprocessor operation, architecture, instruction sets, and interfacing with operating systems, applications in control, data acquisition, and data reduction and analysis. Programs are written and tested. Prerequisite: EET 145 or equivalent

EET 255 Advanced Microprocessors 2-3-3
This course is a study of advanced microprocessor and controllers, and hardware/software interfacing techniques for controlling external devices. Hardware is designed and constructed, and control programs are written and tested. Prerequisites: EET 141, EET 251

EET 261 Electronic Troubleshooting 1-3-2
This course is a study of the systematic techniques for troubleshooting electronic equipment. Logical procedures are emphasized rather than specific circuits. Students are required to troubleshoot and repair selected equipment. Prerequisites: EEM 230 and EEM 251

EET 273 Electronics Senior Project 0-3-1
This course includes the construction and testing of an instructor-approved project. Instructor's discretion. Prerequisites: EEM 230 and EEM 251

EGR 101 Introduction to Engineering Technology 1-0-1
This course is an introduction to computers and reporting formats.

EGR 102 Introduction to Industrial/Engineering Careers 1-0-1
This course is an overview of a variety of technical careers in the industrial and engineering technologies and the technical skills required for each.

EGR 103 Preparation for Engineering Technology 2-0-2
This course covers the opportunities available and basic skills needed for careers in engineering technology. Topics of study include concepts and terminologies used in engineering technology, use of scientific calculators, problem solving techniques, and system of measurements.

EGR 104 Engineering Technology Foundations 2-3-3
This problem-based course introduces the student to fundamental concepts of electrical, mechanical, thermal, fluids, optical, and material systems related to engineering technology. Workplace readiness skills such as laboratory safety, communications, and teamwork are integrated into the course.

EGR 106 Science and Technology I 3-3-4
This course will cover the relationship of the technical applications and measurements of force, work, rate, and resistance to the underlying physical concept in mechanical, electrical, fluid, and thermal systems.

EGR 107 Science and Technology II 3-3-4
This course will cover the relationship of the technical applications and measurements of energy, power, transducers, and optics to the underlying physical concept in mechanical, electrical, fluid, and thermal systems. Prerequisite: EGR 106

EGR 108 Engineering Ethics 3-3-4
Topics include the professional, ethical, and social responsibilities of the engineer and technologist, the impact of ethics and knowledge of contemporary professional, societal and global issues (including respect for diversity) in the field of engineering and engineering technology.

EGR 112 Engineering Programming 2-3-3
This course covers interactive computing and the basic concepts of programming.

EGR 120 Engineering Computer Applications 2-3-3
This course will introduce Visual Basic, Auto Cad, and NI LabView. Utilization of these applications will be used to solve engineering technology problems. Prerequisite: EGR 112

EGR 130 Engineering Technology Applications and Programming 2-3-3
This course covers the development and use of computer programs to solve engineering technology problems.

EGR 175 Manufacturing Processes 3-0-3
This course includes the processes, alternatives, and operations in the manufacturing environment.

EGR 190 Statics 3-0-3
This course is a study of forces and the effect of forces acting on bodies in equilibrium without motion. Prerequisite: MAT 170

EGT 106 Print Reading and Sketching 2-3-3
This course covers the interpretation of basic engineering drawings and sketching techniques for making multi-view pictorial representations.

EGT 110 Engineering Graphics I 1-9-4
This is an introductory course in engineering graphics science, which includes beginning drawing techniques and development of skills to produce basic technical drawings.

EGT 151 Introduction to CAD 2-3-3
This course includes instruction in operating a computer-aided drafting system. The student will interact with a CAD station to produce technical drawings. Prerequisite: EGT 110

EGT 152 Fundamentals of CAD 2-3-3
This course includes a related series of problems and exercises designed to give the student an understanding of the computer graphics station as a drafting tool. Prerequisite: EGT 151

EGT 172 Electronic Drafting 2-0-2
This course provides familiarization with a system to create electronic schematics and wiring diagrams.

EGT 220 Structural and Piping Applications 2-6-4
This is an advanced drawing course on structural steel and process piping applications. Prerequisite: EGT 151

EGT 225 Architectural Drawing Applications 2-6-4
This is an advanced drawing course for architectural applications.

EGT 245 Principles of Parametric CAD 2-3-3
This course is the study of 3D product and machine design utilizing state-of-the-art parametric design software.

EGT 251 Principles of CAD 2-3-3
This course includes the additional use of CAD software for production of technical drawings and related documentation. Prerequisite: EGT 152

EGT 252 Advanced CAD 2-3-3
This course covers advanced concepts of CAD software and applications.

EGT 258 Applications of CAD 2-3-3
This course is the study of the use of CAD within the different drafting and design fields. Students will complete CAD projects for various fields which may include architectural, civil, mechanical, HVAC, and electrical.

EGT 259 Advanced Architectural CAD 2-3-3
This course will enable the student to understand the basics of Parametric Building Information Modeling Fundamentals and create Commercial Architectural drawing sets.

EGT 265 CAD/CAM Applications 2-3-3
This course includes applications using CAD/CAM routines.

EIT 110 Principles of Instrumentation 2-3-3
This course is a study of various types of instruments and gauges used by industrial facilities. Basic principles of pneumatic, electronic, and mechanically operated devices are covered. Prerequisites: EET 113, EET 141, PHY 201

EIT 211 Introduction to Electronic Instrumentation I 3-6-5
This course is a study of single loop process control. It presents the fundamentals of temperature, flow, pressure, level, and analytical measurements and their applications in industrial process systems. Calibration and maintenance of electrical and pneumatic instruments will be stressed. Prerequisite: EIT 110

EIT 212 Introduction to Electronic Instrumentation II 3-6-5
This course is a study of more complex control schemes. The fundamentals of ratio, cascade and feed forward control will be presented using pneumatic, electronic, and computer-controlled devices. Prerequisite: EIT 211

EIT 215 Fundamental Industrial Instrumentation Procedures 2-0-2
This course is a study in industrial safety, standard operating procedures, industrial shop procedures and practices, and I.S.A. symbology and standards. Prerequisite: EIT 110

EIT 220 Control Principles 2-3-3
This course is a study of the static and dynamic conditions of process control loops. Step-analysis method of finding time constants and frequency response analysis will be presented. Prerequisite: EIT 211

EIT 240 Supervised Work Experience 0-40-8
This course is a supervised on-the-job training, for pay, in an approved business, service firm or industrial facility. Students will gain valuable work experience. Through hands-on experience, students will have the opportunity to put into practices both theory and application principles required in their classroom studies. Prerequisite: Successful completion of four semesters in the EET/EIT curriculum with a minimum 3.0 GPA

EIT 242 Senior Project 0-3-1
In this course, an instructor-approved project is constructed and tested. Prerequisite: EIT 211

EIT 244 Computers and PLC's in Instrumentation 2-3-3
This course cvers interfacing pneumatic and electronic process control instrumentation with computers and programmable logic controllers by using various transducers. Programming and installation will be stressed. Prerequisites: EIT 211, EET 235

ELT 127 Optoelectronics 3-0-3
This course covers optoelectronic concepts, including the characteristics of light, light-emitting, and light-reactive devices, fiber-optics and associated circuitry.

ELT 208 Introduction to Robotics 2-3-3
This is an introductory course covering the basic concepts and limitations of industrial robots. The course includes terminology, sensing devices, methods of controlling robots, and interfacing. Prerequisites: EEM 230 and EEM 251

ELT 218 Operational Amplifiers 2-3-3
This course covers the use, operation and parameters of modern operational amplifiers and linear integrated circuits. Prerequisite: EEM 116 or EEM 118

ENG 031 Developmental English 3-0-3
This course is intended for students who need assistance in basic writing. Based on an assessment of student needs, instruction includes writing short compositions in which students demonstrate control of mechanics, word usage, and sentence structure. Compositions progress from the paragraph level. Subject-verb agreement, irregular verb forms, and pronoun agreement are strongly emphasized. Editing sentence fragments and run-on sentences are reviewed. Placement by ASSET or COMPASS scores.

ENG 032 Developmental English 3-0-3
This course is intended for students who need assistance in basic writing. Based on an assessment of student needs, instruction includes writing short compositions in which students demonstrate control of mechanics, word usage, and sentence structure. Compositions progress from the paragraph level, to the mini-essay, and then to the full essay. Correct pronoun usage and subject-verb agreement in subordinate constructions are emphasized. Irregular verb forms and editing for sentence fragments and run-on sentences are reviewed. Prerequisite: ENG 031 or equivalent with a grade of "C" or better.

ENG 100 Introduction to Composition 3-0-3
This course is a study of basic writing and different modes of composition and may include a review of usage. Non-degree credit.

ENG 101 English Composition I 3-0-3
This is a university transfer course in which the following topics are presented: a study of composition in conjunction with appropriate literary selections, with frequent theme assignments to reinforce effective writing. A review of standard usage and the basic techniques of research are also presented. Prerequisites: ENG 032 with a grade of "B" or better in the course and on the final exam; or ENG 155 or equivalent with a grade of "C" or better.

ENG 102 English Composition II 3-0-3
This is a university transfer course in which the following topics are presented: development of writing skills through logical organization, effective style, literary analysis, and research. An introduction to literary genre is also included. Prerequisite: ENG 101 with a grade of "C" or better

ENG 155 Communications I 3-0-3
This course introduces the principles of expository writing through practice and development of communication skills. Prerequisite: ENG 032 or equivalent with a grade of "C" or better

ENG 160 Technical Communications 3-0-3
This course i a study of various technical communications such as definitions, processes, instructions, descriptions, and technical reports, including oral presentations. Prerequisite: ENG 032 or ENG 155 or ENG 101 with a grade of "C" or better

ENG 165 Professional Communications 3-0-3
This course develops practical, written, and oral professional communication skills. Prerequisite: ENG 155 or ENG 101 with a grade of "C" or better

ENG 201 American Literature I 3-0-3
A study of American literature from the colonial period to the Civil War. Prerequisite: ENG 102 with a grade of "C" or better

ENG 202 American Literature II 3-0-3
A study of American literature from the Civil War to the present. Prerequisite: ENG 102 with a grade of "C" or better

ENG 205 English Literature I 3-0-3
This is a college transfer course in which the following topics are presented: the study of English literature from the Old English period to the Romantic period with emphasis on major writers and periods. Prerequisite: ENG 102 with a grade of "C" or better

ENG 206 English Literature II 3-0-3
This is a college transfer course in which the following topics are presented: the study of English literature from the Romantic period to the present with emphasis on major writers and periods. Prerequisite: ENG 102 with a grade of "C" or better

ENG 207 Literature for Children 3-0-3
This course provides an introduction to children's literature in America through an examination of picture books and novels that depict Americans of various backgrounds and experiences. It focuses on defining quality in children's book writing and illustration, and assessing concerns in the field.

ENG 208 World Literature I 3-0-3
This course is a study of masterpieces of world literature in translation from the ancient world to the sixteenth century. Works studied are selected from various cultures throughout the world. Prerequisite: ENG 102 with a grade of "C" or better

ENG 209 World Literature II 3-0-3
This course is a study of masterpieces of world literature in translation from the seventeenth century to the present. Works studied are selected from various cultures throughout the world. Prerequisite: ENG 102 with a grade of "C" or better

ENG 236 African American Literature 3-0-3
This course is a critical study of African American literature examined from historical, social, and psychological perspectives. Prerequisite: ENG 102 with a grade of "C" or better

FRE 101 Elementary French I 3-3-4
This course consists of a study of the four basic language skills: listening, speaking, reading and writing, including an introduction to French culture. Prerequisite: RDG 032

FRE 102 Elementary French II 3-3-4
This course continues the development of basic language skills and includes a study of French culture. It stresses the grammar and vocabulary necessary for fundamental communications skills. Prerequisite: FRE 101 with a grade of "C" or better

HIS 101 Western Civilization to 1689 3-0-3
This course is a survey of Western Civilization from ancient times to 1689, including the major political, social, economic, and intellectual factors shaping western cultural tradition. Prerequisites: ENG 032, RDG 032

HIS 102 Western Civilization Post 1689 3-0-3
This course is a survey of Western Civilization from 1689 to the present, including major political, social, economic, and intellectual factors which shape the modern western world. Prerequisites: ENG 032, RDG 032

HIS 112 Non-Western Civilizations 1500 to Present 3-0-3
This course is an introductory history course to give students an understanding of the political, economic, social, and cultural developments and achievements of non-Western Civilization. Prerequisites: ENG 032, RDG 032

HIS 115 African-American History 3-0-3
This course is a study of the history of African-Americans, including African heritage, American history, and significant contributions by individuals and groups. Prerequisites: ENG 032, RDG 032

HIS 201 American History: Discovery to 1877 3-0-3
This course is a survey of U.S. History from discovery to 1877. This course includes political, social, economic, and intellectual developments during this period. Prerequisites: ENG 032, RDG 032

HIS 202 American History: 1877 to the Present 3-0-3
This course is a survey of U.S. History from 1877 to the present. This course includes political, social, economic, and intellectual developments during this period. Prerequisites: ENG 032, RDG 032

HSS 101 Introduction to Humanities 3-0-3
This course includes an introduction to themes in, critical approaches to, and major contributions in the humanities.

HSS 105 Technology and Culture 3-0-3
This course provides a study of the history and impact of technological design and change on cultural values, society, and the individual.

IDS 101 Human Thought and Learning 3-0-3
This course explores the principles, methods, and applications of human thought and learning, including such topics as attention, information processing, problem solving, hypothesis testing, memory, argumentation, time management, learning theory and cognitive awareness. T

IDS 103 Critical Thinking 3-0-3
This course is an introduction to the difference between valid and invalid reasoning. The students will learn the skills necessary both to distinguish the sound from the unsound argument and to improve their own ability to think critically.

IMT 131 Hydraulics and Pneumatics 3-3-4
This course covers the basic technology and principles of hydraulics and pneumatics.

IMT 151 Piping Systems 3-0-3
This course covers plumbing and piping systems used in industrial commercial and/or residential construction. Emphasis is placed on the reading and sketching of piping schematics as well as the fabrication and design of piping systems.

IMT 170 Statistical Process Control 2-3-3
This course is a study of the concepts and charts used in quality control.

IMT 210 Basic Industrial Skills I 2-3-3
This course is designed to give students an introduction to basic safety, construction math, and hand tools as related to industrial applications.

IMT 211 Basic Industrial Skills II 3-0-3
This course is designed to give students an introduction to power tools, blueprints, and rigging. Students will learn basic communication and employability skills as related to industrial applications.

IMT 214 Industrial Wiring 3-0-3
This course introduces the principles of wiring related to commercial and industrial, alternating current, and motors including theory and application.

IMT 215 Electrical Grounding 3-0-3
This course is the study of electrical grounding, boxes and fittings, cable tray, and conductor terminations and splices.

IMT 217 Industrial Lubricants 3-0-3
This course is the study of industrial lubricants and bearings.

IMT 218 OxyFuel Cutting and Brazing 3-0-3
This course is the study of copper and plastic piping practices, ferrous metal piping practices, piping systems, and OxyFuel cutting in an industrial setting.

IMT 219 Maintenance Welding 3-0-3
This course is designed to teach students the principles of basic welding safety, SMAW equipment and setup, electrodes and selection.

IMT 221 Electrical Motor Maintenance 3-0-3
This course is the study of motor maintenance and installing couplings. Students will learn how to properly store motors and generators and install and remove couplings.

IMT 223 Packing and Seals 3-0-3
This course is designed to help students to identify various types of gaskets and packing. Students will learn how to install mechanical seals and pumps, and explain the principles of hydraulics and compressor operation.

IMT 227 Conventional Alignment and Maintaining Valves 3-0-3
This course is the study of conventional alignment, and maintaining valves. Students will learn how to explain types of misalignment; and how to identify, remove, and install various types of valves.

IMT 229 Introduction to Process Control 2-3-3
This course is the study of programmable logic controllers, high-voltage terminations/splices, vibration analysis, and commercial heating and cooling systems. Students will learn how to inspect and test high voltage splices and explain causes of vibration.

IMT 230 Reliability Centered Maintenance 3-0-3
This course is the study of methods of preventive and predictive maintenance, and performing reverse alignment. Students will learn how to perform reverse dial indicator alignments, using a graphical alignment chart.

IMT 232 Hydraulic Troubleshooting 2-3-3
This course is designed to teach students how to troubleshoot and repair hydraulic equipment and gearboxes. Students will learn how to inspect hydraulic and pneumatic system equipment, and install and maintain gearboxes.

IMT 235 Precision Measuring 3-0-3
This course is designed to teach students how to use precision measuring tools. Students will learn the basic principles of fiber optic technology and the operational considerations for a fiber optic system.

IST 106 Web Sites and Home Pages 1-0-1
This course is a guide to planning and designing a Web site including HTML fundamentals, adding graphics and images, and creating links to related subjects.

IST 201 CISCO Internetworking Concepts 3-0-3
This course is a study of current and emerging computer networking technology. Topics covered include safety, networking, network terminology and protocols, network standards, LANS, WANS, OSI models, cabling, cabling tools, CISCO routers, router programming, STAR topology, IP addressing, and network standards. Prerequisite: IST 245 with a grade of "C" or better.

IST 202 CISCO Router Configuration 3-0-3
This course is a study of LANS, WANS, OSI models, ETHERNET, token ring, fiber distributed data interface TCP/IP addressing protocol, dynamic routing, routing, and the network administrator's role and function. Prerequisite: IST 201 with a grade of "C" or better.

IST 203 Advanced CISCO Router Configuration 3-0-3
This course is a study of configuring CISCO routers. Prerequisite: IST 202 with a grade of "C" or better.

IST 204 CISCO Troubleshooting 3-0-3
This course is a study of troubleshooting network problems. Prerequisite: IST 203 with a grade of "C" or better.

IST 225 Internet Communications 3-0-3
This course covers introductory topics and techniques associated with the Internet and Internet communications. Techniques on how to use and access various types of information as well as how to find resources and navigate the Internet are included. Prerequisite: CPT 170 or CPT 101 with a grade of "C" or better.

IST 226 Internet Programming 3-0-3
This course is a study of how to design and program pages and applications on the World Wide Web using tools such as HTML, JAVA and VRML.

IST 229 Internet Firewall Management 3-0-3
This course is a study of network security. Course topics include how to implement, administer, and troubleshoot a firewall solution to control information access at the intranet-to-Internet border.
Prerequisite: IST 245 with a grade of "C" or better.

IST 235 Handheld Computer Programming 3-0-3
This course is a survey of the techniques of rapid application development for handheld devices. Topics include setup of development environment, creation and deployment of programs, and design strategies to overcome memory and interface limitations.

IST 238 Advanced Tools for Website Design 3-0-3
This course is a study of an advanced (4th generation) Web authoring tool (such as Dreamweaver) to develop increased efficiency and sophistication in website design and Web project management. Prerequisite: IST 226 with a grade of "C" or better.

IST 239 Datum and Javascript 3-0-3
This course includes concepts and skills for developing dynamic functionality and interactivity for web sites using JavaScript. Variables, operators, conditionals, functions, objects (image and form), properties, methods, cookies, frames, and arrays. Prerequisites: IST 226 and (CPT 167or CPT 236) with a grade of "C" or better.

IST 245 Local Area Networks 3-0-3
This course is a study of the methods used to interconnect computers, terminals, word processors, facsimile, and other office machines within a given area. Examples of vendor implementations are used to illustrate various approaches. Prerequisite: EET 113 or CPT 101or EGR 112 with a grade of "C" or better.

IST 252 LAN System Manager 3-0-3
This course covers the fundamental skills needed to effectively manage a local area network from introductory to advanced. Prerequisite: IST 245 with a grade of "C" or better.

IST 260 Network Design 3-0-3
This course is a study of the processes and techniques required to identify the most attractive design solution of a telecommunications network --combining creativity, rigorous discipline, analysis, and synthesis while emphasizing the solution in terms of cost and performance. Prerequisite: CPT 101 with a grade of "C" or better.

IST 263 Designing Windows Network Security 3-0-3
This course a is an advanced study of security features of networks including authentication protocol, public key infrastructure, IPsec, and certificate servers. Prerequisite: EET 113 or CPT 101or EGR 112 with a grade of "C" or better.

IST 265 Designing a Windows Directory Service Infrastructure 3-0-3
This course a is a study of directory services infrastructure design including design of a domain structure, tree and forest structures, organizational unit structure, and other related topics. Prerequisite: CPT 101 with a "C" or better.

IST 266 Internet and Firewall Security 3-0-3
This course is an introduction to firewalls and other network security components that can work together to create an in-depth defensive perimeter around a Local Area Network (LAN).

IST 267 Network Vulnerability Assessment 3-0-3
This course provides students with the knowledge and skills necessary to test network security using network vulnerability assessment tools and methods. Students will also learn how to improve network security based on the assessment results.

IST 270 Client/Server Systems 3-0-3
This course emphasizes the use of case tools coupled with client tools to allow RAD and prototyping of client applications. Networking and server concepts will be explored. Case studies of existing client/server systems will be used to examine the various phases of client/server applications. Prerequisite: IST 245 with a grade of "C" or better.

IST 273 Advanced Client/Server Development Tools 3-0-3
This course provides extensive practical experience with commercially available client/server tools. Prerequisite: IST 245 with a grade of "C" or better.

IST 290 Special Topics in Information Sciences 3-0-3
This course covers special topics in information sciences technologies. This is a capstone course and should be taken in the student's last or next to last semester. Prerequisites: IST 252 and SPC 205 with a grade of "C" or better.

IST 291 Fundamentals of Network Security I 3-0-3
This course is the study of intro levels of security processes based on a security policy, emphasizing hands-on skills in the areas of secure perimeter, security connectivity, security management, identity services, and intrusion detection. The course prepares students to manage network security. Prerequisite: CPT 101 or CPT 104 with a "C" or better.

IST 292 Fundamentals of Network Security II 3-0-3
This course is the study of advanced security processes based on a security policy, emphasizing hands-on skills in the areas of secure perimeter, security connectivity, security management, identity services, and intrusion detection. The course prepares students to install/configure secure firewalls. Prerequisite: IST 291 with a "C" or better.

LEG 120 Torts 3-0-3
This course is a study of the various classifications and functions of tort law, including intentional and negligent torts, causation, proximate cause, and defenses. Prerequisites: ENG 032, RDG 032

LEG 121 Business Law I 3-0-3
This course is a study of the basics of commercial law, with emphasis on the formation and enforcement of contracts and the rules particular to the Uniform Commercial Code (UCC) and sales of goods. Prerequisites: ENG 032, RDG 032

LEG 122 Business Law II 3-0-3
This course is an in-depth study of the uniform commercial code with special emphasis on the essentials of Article 3, commercial paper and Article 9, secured transactions. Business partnerships and corporations are studied. Prerequisite: LEG 121

LEG 132 Legal Bibliography 3-0-3
This course is a study of the methods of legal research, proper citation of authority, use of legal treatises, texts, reporters, and digests. Prerequisite: LEG 135

LEG 135 Introduction to Law and Ethics 3-0-3
This course provides a general introduction to law, including courts, legal terminology, procedures, systems, and law of society. Emphasis is on ethics and the role of the paralegal in the legal system. Prerequisites: ENG 032, RDG 032

LEG 201 Civil Litigation I 3-0-3
This course is a study of the principles of litigation and the rules of procedure for each court in the South Carolina system, including pleading, practice, and discovery procedures. Prerequisites: ENG 032, RDG 032

LEG 212 **Workers' Compensation** 3-0-3
This course is a study of the history of workers' compensation case laws, statutes, regulations and procedures in handling claims. Prerequisites: ENG 032, RDG 032

LEG 213 **Family Law** 3-0-3
This course includes an examination of the laws of marriage, divorce, annulment, separation, adoption, custody, and the juvenile. Prerequisites: ENG 032, RDG 032

LEG 214 **Property Law** 3-0-3
This course includes an overview of property law, including the mechanics of various commercial and private property transactions and mortgage foreclosures. Prerequisites: ENG 032, RDG 032

LEG 230 **Legal Writing** 3-0-3
This course includes methods, techniques and procedures for the research and preparation of legal memoranda, trial and appellate briefs, and trial notebooks. Prerequisites: LEG 132, ENG 101

LEG 231 **Criminal Law** 3-0-3
This course includes a study of the definition and classification of criminal offenses, criminal responsibility and legal procedures in a criminal prosecution. Prerequisites: ENG 032, RDG 032

LEG 232 **Law Office Management** 3-0-3
This course is a study of the basic principles of office management including administrative procedures, client relations, and office operation procedures. Prerequisites: ENG 032, RDG 032

LEG 233 **Wills, Trusts and Probate** 3-0-3
This course includes a detailed study of testacy and intestacy, preparation of wills and codicils, and fundamentals of execution using testamentary and intervivos trusts and probate administration. Prerequisites: ENG 032, RDG 032

LEG 242 **Law Practice Workshop** 0-9-3
This course provides the student the opportunity to apply substantive knowledge in a practical situation as a paralegal. Prerequisites: 51 curriculum hours completed, specified 2.5 GPA and permission of the program coordinator.

LOG 110 **Introduction to Logistics** 3-0-3
This course is a basic overview of logistics management. Logistics involves the flow of goods and services involving such aspects as warehousing, materials handling, inventory control, and transportation from the raw material to the end user.

LOG 111 **Warehouse and Distribution Center Operations** 2-3-3
This course examines warehouse distribution centers and the information systems that are used. The student will understand the factors that determine the location of facilities, safety requirements and practices, concepts of warehouse design, material flow, inventory management and packaging.

LOG 112 **Automated Storage and Retrieval Systems** 2-3-3
This course examines Automated Storage and Retrieval Systems. The student will study the benefits of AS/RS and AS/RS design, be able to recognize the various AS/RS systems, and apply the learned knowledge to troubleshoot and maintain these systems. Prerequisite: LOG 110

LOG 113 **Material Handling Technology** 2-3-3
This course is a study of the various material handling technologies that are found in warehouses and distribution centers. The course will examine manual and automated equipment. Prerequisite: LOG 110

LOG 114 **GPS and GIS Applications in TDL** 2-3-3
This course examines GPS (Global Positioning System)/GIS (Geographic Information System) and its role in TDL (Transportation, Distribution, and Logistics). The student will understand how GPS/GIS systems work, how they are used in TDL, and how to maintain and troubleshoot these systems. Prerequisite: LOG 110

LOG 215 **Supply Chain Management** 3-0-3
This course is the study of all activities between suppliers, producers, and end users involving the flow of goods and services to include functions such as purchasing, manufacturing, assembling, and distribution. The student will understand supply chain units and materials management processes. Prerequisite: BUS 101, CPT 174, MGT 101 or MGT 150

LOG 235 **Traffic Management** 3-0-3
This course examines the flow of various traffic activities within an organization's supply chain. The student will be able to compare transportation service providers, understand the issues facing transportation managers, and describe the impact of decisions on total supply chain costs. Prerequisite: LOG 110

MAT 031 **Developmental Mathematics Basics** 3-0-3
This course includes the study of whole numbers, fractions, decimals, ratios, and proportions. Concepts are applied to real-world problem solving.

MAT 032 **Developmental Math** 3-0-3
This course includes the study of integers, rational numbers, percents, basic statistics, measurements, geometry, and basic algebra concepts. Application skills are emphasized. Application skills are emphasized. MAT 031 with a grade of "C" or better or equivalent

MAT 100 **Introductory College Math** 5-0-5
This course includes the following topics in an algebraic context: mathematical methods, techniques, ways of thinking and problem solving. Non-degree credit.

MAT 101 **Beginning Algebra** 3-0-3
This course includes the study of integers and their applications, operations with algebraic expressions, linear equations and applications, linear inequalities, graphs of linear equations, operations with exponents and polynomials, and factoring. Prerequisite: MAT 032 with a grade of "C" or better or equivalent

MAT 102 **Intermediate Algebra** 3-0-3
This course includes the study of linear systems and applications; quadratic expressions, equations, functions and graphs; and rational expressions and functions. Prerequisite: MAT 101 with a grade of "C" or better or equivalent

MAT 110 **College Algebra** 3-0-3
This course includes the following topics: polynomial, rational, logarithmic, and exponential functions; inequalities; systems of equations and inequalities; matrices; determinants; and solutions of higher degree polynomials. Prerequisite: MAT 102 with a grade of "C' or better.

MAT 111 **College Trigonometry** 3-0-3
This course includes the following topics: circular functions, trigonometric identities, solution of right and oblique triangles, solution of trigonometric equations, polar coordinates, complex numbers including DeMoivre's Theorem, vectors, and conic sections. Prerequisite: MAT 110 with a grade of "C" or better

MAT 120 **Probability and Statistics** 3-0-3
This course includes the following topics: introductory probability and statistics including organization of data, sample space concepts, random variables, counting problems, binomial and normal distributions, Central Limit Theorem, confidence intervals, and hypothesis tests for large and small samples, types I and II errors, linear regression and correlation. Prerequisite: MAT 102 with a grade of "C" or better or equivalent

MAT 130 **Elementary Calculus** 3-0-3
This course includes the following topics: differentiation and integration of polynomials, rational, logarithmic and exponential functions, and interpretation and applications of these processes. Prerequisite: MAT 110 with a grade of "C" or better or equivalent

MAT 140 Analytical Geometry and Calculus I 4-0-4
This course includes the following topics: derivatives and integrals of polynomials, rational, logarithmic, exponential, trigonometric, and inverse trigonometric functions; curve sketching; maxima and minima of functions; related rates; work; analytic geometry. Prerequisite: MAT 111 with a grade of "C" or better

MAT 141 Analytical Geometry and Calculus II 4-0-4
This course includes the following topics: continuation of calculus of one variable, including analytic geometry, techniques of integration volumes of integration and other applications, infinite series, including Taylor series and improper integrals. Prerequisite: MAT 140 with a grade of "C" or better

MAT 155 Contemporary Mathematics 3-0-3
This course includes techniques and applications of the following topics: elementary number theory; algebra; geometry; measurements; graph sketching and interpretations; and descriptive statistics.
Prerequisite: MAT 032 with a grade of "C" or better or equivalent

MAT 175 Algebra and Trigonometry I 3-0-3
This course includes the following topics: basic laws and operations of algebra, linear and quadratic equations, systems of equations, introduction to trigonometry, concepts of functions, and graphs of functions. Prerequisite: MAT 101 with a grade of "C" or better or equivalent.

MAT 176 Algebra and Trigonometry II 3-0-3
This course includes the following topics: advanced algebra, exponential and logarithmic functions, complex numbers, trigonometric identities, and graphs of trigonometric functions. Additional topics may include statistics and discrete mathematics. Prerequisite: MAT 175 with a grade of "C" or better or equivalent.

MAT 240 Analytical Geometry and Calculus III 4-0-4
This course includes the following topics: multivariable calculus, including vectors; partial derivatives and their applications to maximum and minimum problems with and without constraints; line integrals; multiple integrals in rectangular and other coordinates; and Stoke's and Green's Theorems. Prerequisite: MAT 141 with a grade of "C" or better.

MAT 250 Elementary Mathematics I 3-0-3
This course provides students with an understanding of the meaning of numbers, fundamental operations of arithmetic, structure of the real number system and its subsystems, and elementary number theory. (Note: This course is designed for transfer to University of South Carolina- Columbia - College of Education, Department of Instruction and Teacher Education.) Prerequisite: MAT 102 with a grade of "C" or better.

MAT 251 Elementary Mathematics II 3-0-3
This course provides students with an understanding of informal geometry and basic concepts of algebra. (Note: This course is designed for transfer to University of South Carolina- Columbia - College of Education, Department of Instruction and Teacher Education.) Prerequisite: MAT 250 with a grade of "C" or better.

MED 107 Medical Office Management 3-3-4
This course provides a study of the principles and practices of office procedures, medical records management, and management and care of office property. Prerequisite: Admission to MOA program

MED 109 Medical Business Records 3-0-3
This course provides instruction in record-keeping procedures utilized in physicians' offices and other clinical facilities. Prerequisites: MED 115, MED 107, AHS 104, MAT 155, BIO 110

MED 112 Medical Assisting Pharmacology 2-0-2
This course provides a study of principles of pharmacology, drug therapy and the administration of medication. Prerequisites: AHS 104, BIO 110, MAT 155, MED 107, MED 115

MED 115 Medical Office Lab Procedures I 3-3-4
This course provides a study of laboratory techniques commonly used in physicians' offices and other facilities. Prerequisite: Admission to MOA program

MED 116 Medical Office Lab Procedures II 3-3-4
This course continues the study of laboratory techniques commonly used in physicians' offices and other facilities. Prerequisites: MED 115, MED 107, AHS 104, MAT 155, BIO 110

MED 124 Medical Computer Practicum 3-0-3
This course provides instruction in the use of medical software for accounting, billing and patient records. Prerequisites: MED 115, MED 107, AHS 104, MAT 155, BIO 110

MED 156 Clinical Experience I 0-18-6
This course provides direct experience in a physician's office or other selected medical facilities. Prerequisites: AHS 110, AHS 181, MED 109, MED 112, MED 116, MED 124

MET 224 Hydraulics & Pneumatics 3-0-3
This course covers basic hydraulics and pneumatic principles and circuits. System components such as pumps, compressors, piping, valves, cylinders, fluid motors, accumulators and receivers are discussed.

MGT 101 Principles of Management 3-0-3
This course is a study of management theories, emphasizing the management functions of planning, decision making, organizing, leading, and controlling. Prerequisites: ENG 032, RDG 032 or placement

MGT 110 Office Management 3-0-3
This course is a study of various approaches to office organization and management, personnel selection and training, and ergonomics in the modern office. Prerequisite: COL 107

MGT 150 Fundamentals of Supervision 3-0-3
This course is a study of supervisory principles and techniques required to effectively manage human resources in an organization. First-line management is emphasized. Prerequisites: ENG 032, RDG 032 or placement.

MGT 201 Human Resource Management 3-0-3
This is an introductory course to personnel administration functions within a business organization. Major areas of study include job analysis; recruitment, selection and assessment of personnel; and wage, salary and benefit administration. Prerequisite: MGT 101 or MGT 150

MGT 240 Management Decision Making 3-0-3
This course is a study of various structured approaches to managerial decision making. Prerequisite: ACC 101, LOG 215

MGT 270 Managerial Communications 3-0-3
This course is a study of the skills used to create a climate for effective communication in the decision-making and problem-solving process. Prerequisites: ENG 165 and MGT 101 or MGT 150

MGT 290 SCWE in Management 1-6-3
This course is an application of management skills at an approved business site. Prerequisites: MGT 110, MGT 270, CPT 172, CPT 174, CPT 179, CPT 295 or IST 225

MKT 101 Marketing 3-0-3
This is an introductory course to the field of marketing with a detailed study of the marketing concept and the processes of product development, pricing, promotion, and marketing distribution. Prerequisites: ENG 032, RDG 032 or placement

MKT 120 Sales Principles 3-0-3
This course is a study of the personal selling process with special emphasis on determining customer needs, and developing effective communications and presentation skills. Prerequisite or corequisite: MKT 101

MKT 135 Customer Service Techniques 3-0-3
This course is a study of the techniques and skills required for providing customer service excellence, including illustrations to turn customer relations into high standards of customer service, satisfaction, and repeat sales. Prerequisite: RDG 032, MAT 032

MLT 254 Clinical Experience IV 1-12-5
This course provides an integrated, clinically-based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory. Prerequisites: MLT 240, MLT 251, MLT 252 Co-requisites: MLT 241, MLT 253

MRI 101 Introduction to MRI 1-0-1
This course covers patient screening, safety and biological considerations, MR terminology, and elementary imaging principles.
Prerequisite: Admission to the MRI Program.

MRI 111 MRI Physics 5-0-5
This course is an introduction and exploration of MRI physics, instrumentation and application. Prerequisite: Admission to the MRI Program

MRI 120 Advanced MRI Imaging 2-0-2
This course explores more complex imaging methods and new technologies in MRI. Prerequisites: MRI 101, MRI 111, MRI 130, MRI 131, MRI 152

MRI 135 MRI Procedures of the Head & Neck 3-0-3
This course provides an introduction of the MRI head and neck procedures to include patient positioning, cross sectional anatomy, pathology, protocols and pulse sequences. Prerequisite: Admission to the MRI Program

MRI 136 MRI Procedures of the Musculoskeletal System 3-0-3
This course provides an introduction of the MRI musculoskeletal procedures to include patient positioning, cross sectional anatomy, pathology, protocols and pulse sequences. Prerequisite: MRI 101, MRI 135

MRI 137 MRI Procedures of the Abdomen & Pelvis 3-0-3
This course provides an introduction of the MRI abdominal and pelvis procedures to include patient positioning, cross sectional anatomy, pathology, protocols and pulse sequences. Prerequisite: MRI 101, MRI 111, MRI 135, MRI 136, MRI 152

MRI 138 MRI Procedures of the Thorax 3-0-3
This course provides an introduction of the MRI thoracic procedures to include patient positioning, cross sectional anatomy, pathology, protocols and pulse sequences. Prerequisite: MRI 101, MRI 111, MRI 135, MRI 136 MRI 137, MRI 152

MRI 152 MRI Clinical Practicum I 0-18-6
This course is an introduction to the MRI department to include screening, safety, and performance of routine procedures. Prerequisite: Admission to the MRI Program

MRI 162 MRI Clinical Practicum II 0-15-5
This course is an extensive clinical experience to include advanced imaging. Prerequisites: MRI 101, MRI 111, MRI 135, MRI 136, MRI 152

MTT 101 Introduction to Machine Tool 1.5-.5-2.0
This course covers the basics in measuring tools, layout tools, bench tools, and basic operations of lathes, mills, and drill presses.

MTT 102 Machine Tool Basics 2-3-3
This course will provide the non-machine tool major with an overview of the capabilities of precision machining in conventional and computer numerical controlled machine tools. The student will become familiar with the machine tool portion of manufacturing primarily through demonstrations.

MTT 105 Machine Tool Math Applications 3-0-3
This course is a study of shop math relevant to the machine tool trade.

MTT 111 Machine Tool Theory and Practice I 2-9-5
This course is an introduction to the basic operation of machine shop equipment.

MTT 112 Machine Tool Theory and Practice II 3-6-5
This course is a combination of the basic theory and operation of machine shop equipment. Prerequisite: Permission of the Program Coordinator

MTT 120 Machine Tool Print Reading 2-3-3
This course is designed to develop the basic skills and terminology required for visualization and interpretation of common prints used in machine tool trades.

MTT 123 Machine Tool Theory II 1-6-3
This course covers the principles involved in machining parts using machine tools, including lathes, mills, drill presses, jig bores, and the attachments for each. Prerequisite: MTT 111

MTT 124 Machine Tool Practice II 4-0-4
This course covers the practical application of the Principles in Machine Theory II.

MTT 125 Machine Tool Theory III 1-6-3
This course covers the principles involved in the machining, heat treating and grinding of complex metal parts. Prerequisite: Permission of the Program Coordinator, MTT 112

MTT 126 Machine Tool Practice III 1-9-4
This course covers the practical application of the principles in Machine Tool Theory III. Prerequisite: Permission of the Program Coordinator

MTT 141 Metals and Heat Treatment 1-6-3
This course is a study of the properties, characteristics and heat treatment procedures of metals. Prerequisite: MTT 112

MTT 143 Precision Measurements 1.5-1.5-2.0
This course is a study of precision measuring instruments.

MTT 145 Machining of Metals 2-3-3
This course covers theoretical and practical training in the physical properties of metals, their required stock removal/speeds/feeds/ and depths of cut, and finish requirements. Prerequisite: MTT 125

MTT 171 Industrial Quality Control 2-0-2
This course covers the methods and procedures of quality control.

MTT 221 Tool & Diemaking Theory I 2-3-3
This course covers the theory of a blanking and piercing die. Prerequisite: MTT 126

MTT 222 Tool & Diemaking Practice I 2-6-4
This course covers the manufacture of a simple cutting die or tools. Prerequisite: MTT 126

MTT 224 Tool & Diemaking Practice II 3-3-4
This course covers the construction of a compound and/or progressive die or tools. Prerequisite: Permission of the Program Coordinator

MTT 232 Tool & Diemaking II 3-6-5
This course includes the manufacturing and use of a compound die or tools. Prerequisite: Permission of the Program Coordinator

MTT 241 Jigs and Fixtures I 1-3-2
This course includes the theory necessary to design working prints of simple jigs and fixtures. Prerequisite: MTT 221

MTT 249 Introduction to CAM 2-3-3
This course covers the basic commands necessary to create a single part program for CNC machines using a graphics programming software.

MTT 250 Principles of CNC 1-6-3
This course is an introduction to the coding used in CNC programming.

MTT 251 CNC Operations 2-3-3
This course is a study of CNC machine controls, setting tools and machine limits and capabilities. Prerequisite: Permission of the Program Coordinator, MTT 250

MTT 252 CNC Setup & Operations 3-3-4
This course covers setup and operations. Prerequisite: Permission of the Program Coordinator, MTT 251

MTT 258 Machine Tool Cam 2-3-3
This course is a study of computer assisted manufacturing graphics systems needed to create CNC programs.

MUS 105 Music Appreciation 3-0-3
This course is an introduction to the study of music with a focus on the elements of music and their relationships, the musical characteristics of representative works and composers, common musical forms and genres of various western and non-western historical style periods, and appropriate listening experiences. Prerequisite: RDG 032

NUR 101 Fundamentals of Nursing 3-9-6
This course facilitates the development of beginning technical competency in the application of the nursing process to assist in meeting the needs of selected patients of varying ages. Also included are components to ensure competence in oral communication skills. Prerequisite: Admission to the ADN program.

NUR 111 Common Health Problems 3-9-6
This course facilitates the continued development of technical competencies and the application of the nursing process to assist in meeting the needs of selected adults and older adult clients with common health problems. Also included are components to ensure an evolving competence in both oral and written communication. Prerequisites: NUR 101, BIO 210, PSY 201, MAT 155 Corequisite: NUR 161

NUR 161 Basic Concepts of Pharmacology 2-0-2
This course is an introductory study to pharmacotherapeutics, including drug classifications and clinical implications for clients. It contains an introduction to the basic concepts of pharmacology related to drug administration. The course facilitates the use of the nursing process to assist in meeting the needs of patients receiving pharmacotherapy. Consideration of developmental and cultural issues as they relate to drug therapy will be given attention. Prerequisites: NUR 101, MAT 155. BIO 210, PSY 201, Corequisite: NUR 111

NUR 201 Transition Nursing 1-6-3
This course is designed to facilitate the transition of the Licensed Practical Nurse to that of the role of the Registered Nurse. Theoretical and clinical/lab components are interwoven throughout this course. The nursing process is utilized to assist in meeting the needs of patients with common health problems. Prerequisites: Proof of licensure to practice as a Licensed Practical Nurse, admission to the ADN Program, PSY 201, BIO 210, PSY 203, MAT 155, ENG 101

NUR 210 Complex Health Problems 2-9-5
This course expands application of the nursing process in meeting the needs of patients with complex health problems. Prerequisites: ENG 101, NUR 212, NUR 226, BIO 225

NUR 211 Care of the Childbearing Family 2-6-4
This course facilitates the application of the nursing process to assist in meeting the needs of the childbearing family. Focus is on both normal and abnormal aspects. Prerequisites: NUR 210, NUR 214. Corequisite: NUR 216

NUR 212 Nursing Care of Children 2-6-4
This course facilitates the application of the nursing process to assist in meeting the needs of children with acute and chronic health problems. Focus is on growth and development and anticipatory guidance. Prerequisites: NUR 111, BIO 211, PSY 203, ENG 101

NUR 214 Mental Health Nursing 2-6-4
This course facilitates the utilization of the nursing process to assist in meeting the needs of patients with common mental health problems. Focus is on the dynamics of human behavior ranging from normal to extreme. Prerequisites: ENG 101, NUR 212, NUR 226, BIO 225

NUR 215 **Management of Patient Care** **1-12-5**
This course facilitates nursing care of small groups of patients utilizing the nursing process and concepts of management. Prerequisites: NUR 210, NUR 214. Corequisite: NUR 216

NUR 216 **Nursing Seminar** **1-0-1**
An exploration of concepts related to selected nursing topics. This course is a seminar with a focus on pharmacology related to nursing practice. It serves as a review of pharmacological principles and classifications. Emphasis will be placed on the application of knowledge and critical thinking through the discussion of clinical scenarios related to a variety of commonly encountered disease processes in the adult. Other issues related to Joint Commission National Patient Safety Goals and safe medication administration will be addressed. Prerequisites: NUR 210, NUR 214

NUR 226 **Health Promotion Across the Lifespan IV** **0.5-1.5-1**
This course focuses on the development of theoretical knowledge and clinical practice related to the use of advanced, holistic assessments to restore optimal wellness for clients across the lifespan. Emphasis is placed on active involvement and use of resources, risk reduction, prevention and educational strategies for specific communities. Prerequisites: NUR 111, PSY 203, BIO 211, ENG 101

PHI 101 **Introduction to Philosophy** **3-0-3**
This course includes a topical survey of the three main branches of philosophy – Epistemology, Metaphysics, and Ethics – and the contemporary questions related to these fields. Prerequisite: RDG 032

PHI 110 **Ethics** **3-0-3**
This course is a study of the moral principles of conduct emphasizing ethical problems and modes of ethical reasoning. Prerequisite: RDG 032

PHY 201 **Physics I** **3-3-4**
This is the first in a sequence of physics courses. Topics include mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics. Prerequisite: MAT 110 or MAT 175

PHY 202 **Physics II** **3-3-4**
This is the second in a sequence of physics courses. Topics include mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics. Prerequisite: PHY 201 with a grade of "C" or better.

PHY 221 **University Physics I** **3-3-4**
This is the first of a sequence of courses. The course includes a calculus-based treatment of the following topics: vectors, laws of motions, rotation, vibratory and wave motion. Prerequisite: MAT 140

PHY 222 **University Physics II** **3-3-4**
This course is a continuation of calculus-based treatment of the following topics: thermodynamics, kinetic theory of gases, electricity and magnetism, including electrostatics, dielectrics, electric circuits, magnetic fields, and induction phenomena. Prerequisite: PHY 221 with a grade of "C" or better.

PNR 110 **Fundamentals of Nursing** **3-6-5**
This course provides an introduction to basic principles and beginning skills necessary to the nursing process. Concepts are integrated relating to the physiological and psychosocial needs of the individual. Legal and ethical roles of the practical nurse are emphasized. Prerequisite: Admission to the PN program

PNR 120 **Medical/Surgical Nursing I** **3-6-5**
This course isa beginning study utilizing the nursing process. Concepts include physiological, psychosocial, nutritional, and health and safety needs of the adult. Clinical experiences address selected commonly occurring health problems having predictable outcomes. Prerequisite: PNR 110

PNR 130 Medical/Surgical Nursing II 3-6-5
This course is a continuation of the study of the nursing process. Concepts include the physiological, psychosocial, nutritional, and health and safety needs of the adult. Clinical experiences address selected commonly occurring health problems having predictable outcomes. Prerequisites: PNR 120, MAT 155, BIO 210, ENG 101 Corequisite: PNR 182

PNR 140 Medical/Surgical Nursing III 3-6-5
This course is a continuation of the study of the nursing process. Concepts include physiological, psychosocial and health and safety needs of the adult patient. Clinical experiences address selected commonly occurring health problems having predictable outcomes. Prerequisite: PNR 130 Corequisite: PNR 182

PNR 155 Maternal and Infant Nursing 5-6-7
This course is a study utilizing the nursing process, integrating pediatrics to meet the needs of the childbearing family. Clinical experiences address the care of the mother, newborn, and the care of the child with commonly occurring illnesses. Prerequisites: BIO 211, PNR 140, PNR 182

PNR 170 Nursing of the Older Adult 1.5-1.5-2.0
This course is a study utilizing the nursing process. Concepts include physiological, psychosocial, nutritional, and health and safety needs of the older patient. Clinical experiences address selected commonly occurring health problems having predictable outcomes. Prerequisites: BIO 211, PNR 140, PNR 182

PNR 182 Special Topics in PN: Pharmacology 2-0-2
The topic of this course includes pharmacology concepts to include effects of specific drugs, medication administration, and calculation of drug dosages. Prerequisites: ENG 101 and BIO 210, PNR 120, MAT 155 Corequisites: PNR 130, PNR 140

PSC 201 American Government 3-0-3
This course is a study of national governmental institutions with emphasis on the Constitution, the functions of the executive, legislative and judicial branches, civil liberties, and the role of the electorate. Prerequisites: ENG 032, RDG 032

PSC 215 State and Local Government 3-0-3
This course is a study of state, county, and municipal government systems, including interrelationships between these systems and within the federal government. Prerequisites: ENG 032, RDG 032

PSY 103 Human Relations 3-0-3
This course deals with the personality factors as they relate to problems of adjustment. An understanding of personality dynamics and psychological bases of behavior, mental health, personality development, and interpersonal relations are covered. Stress is placed upon the importance of applying psychological principles and techniques to everyday life. Prerequisites: ENG 031, RDG 031

PSY 201 General Psychology 3-0-3
This course includes the following topics: an introduction to the basic theories and concepts in the science of behavior, scientific method, biological bases for behavior, perception, motivation, learning, memory, development, personality, and abnormal behavior. Prerequisites: ENG 032, RDG 032

PSY 203 Human Growth and Development 3-0-3
This course is a chronological study of the physical, cognitive and emotional factors affecting human growth, development, and potential. Prerequisite: PSY 201

PSY 212 Abnormal Psychology 3-0-3
This course is a study of the nature and development of behavioral disorders, including the investigation of contemporary treatment procedures, analysis of human behavior problems, and identification of the personal and social skills needed to deal with these problems. Prerequisite: PSY 201

PTH 101 **Physical Therapy Professional Preparation** 2-0-2
This course introduces the purpose, philosophy and history of physical therapy and medical/legal documentation.

PTH 102 **Introduction to Physical Therapy** 2-0-2
This course prepares the student to provide skilled basic patient care in a physical therapy setting.

PTH 115 **Pathology** 3-0-3
This course is a study of basic pathophysiology of the human body with an emphasis on management of diseases and injuries commonly seen in physical therapy.

PTH 202 **Physical Therapy Modalities** 3-3-4
This course introduces patient care techniques, including patient preparation and therapeutic hot/cold modalities.

PTH 205 **Physical Therapy Functional Anatomy** 3-3-4
This course introduces the basic concepts and principles of muscles, joints, and motion, including traditional testing procedures.

PTH 222 **Pathology II** 2-0-2
This course is a continuation of the pathologies commonly treated in physical therapy with emphasis on etiology, clinical picture, diagnosis and treatment.

PTH 235 **Interpersonal Dynamics** 2-0-2
This course introduces the dynamics of the health professional/patient relationship and includes communication and the principles of respectful interaction throughout the life cycle.

PTH 240 **Therapeutic Exercises/Application** 4-3-5
This course provides the practical application of therapeutic exercise.

PTH 242 **Orthopedic Management** 3-3-4
This course introduces basic orthopedic assessment skills and application of treatment techniques for the trunk and extremities.

PTH 244 **Rehabilitation** 3-3-4
This course introduces neurological principles, pathology, and specialized rehabilitation techniques for pediatric and adult care.

PTH 252 **Clinical Practice** 0-6-2
This course introduces the elementary clinical procedures involved in the patient care setting.

PTH 266 **Physical Therapy Practicum I** 0-18-6
This course includes patient treatments under the direct supervision of a licensed physical therapist and/or a licensed physical therapist assistant.

PTH 270 **Special Topics in Physical Therapy** 3-0-3
This course provides opportunities for specialized study of selected topics in physical therapy.

PTH 275 **Advanced Professional Preparation** 1-0-1
This course is the study of the skills needed to enter the professional arena, including resume writing, interviewing, professional decision making, and preparation for the PTA National Board Examination.

PTH 276 **Physical Therapy Practicum II** 0-18-6
This course includes a practicum experience in a clinical setting using advanced skills under the supervision of a licensed physical therapist and/or a licensed physical therapist assistant.

QAT 101 **Introduction to Quality Assurance** 3-0-3
This course covers the fundamentals of quality control, the evolution of the total quality system and the modern philosophy of quality. Process variability, fundamentals of probability and the basic concepts of control charts are included.

RAD 101 **Introduction to Radiography** 1-3-2
This course rovides an introduction to radiologic technology with emphasis on orientation to the Radiology Department, ethics and basic radiation protection, and oral communication skills.
Prerequisite: Admission to RAD program

RAD 102 Radiology Patient Care Procedures 1-3-2
This course provides a study of the procedures and techniques used in the general care of the patient. Prerequisite: Admission to RAD program

RAD 103 Introduction to Computed Tomography 2-0-2
This course is a study of the technological developments behind computed tomography, an overview of scanner components, terminology, data acquisition, digital imaging, image reconstruction, display and manipulations. Current applications will be explored, including patient screening, contract utilization and administration, contrast reactions and treatment, pediatrics, conscious sedation and monitoring, and radiation protection. Prerequisite: Admission to the CT Program

RAD 110 Radiographic Imaging I 2-3-3
This course provides detailed study of the parameters controlling radiation quality and quantity for radiographic tube operation and image production. Prerequisites: RAD 101, RAD 102, RAD 130, RAD 152, BIO 210

RAD 115 Radiographic Imaging II 3-0-3
This course continues a detailed study of primary and secondary influencing factors and accessory equipment related to imaging.
Prerequisites: BIO 211, RAD 110, RAD 130, RAD 136, RAD 165

RAD 117 Breast Imaging Equipment and Quality Assurance 2-0-2
This course includes theory, principles and practical application of quality control. Tests and guidelines for an FDA certified mammography facility.
Prerequisites: Admission to Mammography Program, RAD 118, RAD 122

RAD 118 Seminars in Mammography 1-0-1
This course is on selected topics/seminars in mammography.
Prerequisite: Admission to Mammography Program

RAD 120 Principles of Computed Tomography 3-0-3
This course is a study of assurance procedures, and radiation dosimetry in computed tomography. Special applications of computer tomography will be explored including interventional procedures, high speed ct scanning, 3 dimensional ct and multi-planar reformations. A review of special scanner features will also be covered in the course. Prerequisites: AHS 206, RAD 103, RAD 132, RAD 150

RAD 121 Radiographic Physics 3-3-4
This course introduces the principles of Radiographic Physics, incorporating theory and application of basic principles underlying the operation and maintenance of x-ray equipment.
Prerequisites: RAD 101, RAD 110, RAD 165, BIO 211

RAD 122 Breast Anatomy, Physiology, and Pathology 1-0-1
This course is a detailed study of human breast anatomy, physiology and pathology including correlation to the radiographic appearance of normal anatomy and benign and malignant mammographic findings. Prerequisites: Admission to Mammography Program

RAD 123 Mammographic Positioning 1-0-1
This course is a study of all aspects of positioning the patient for all screening and diagnostic exams including the breast implant patient and mammographic image evaluation. Prerequisites: Admission to Mammography Program, RAD 118, RAD 122

RAD 125 Clinical Applications in Mammography 0-12-4
This course isa study of all aspects of clinical mammographic imaging necessary to meet FDA requirements to perform mammography. The course includes documentation of clinical competency as required by the ARRT for eligibility to take the advanced level examination in mammography. Prerequisites: Admission to Mammography Program

RAD 130 Radiographic Procedures I 2-3-3
This course provides an introduction to radiographic procedures. Positioning of the chest, abdomen and extremities will be included.
Prerequisite: Admission to the RAD program

RAD 131 CT of the Head & Spine 1-0-1
This course covers anatomy and pathology review, imaging protocols, case studies and film critique. Prerequisites: AHS 206, RAD 103, RAD 132, RAD 150

RAD 132 CT of the Neck, Abdomen, and Pelvis 1-0-1
This course covers anatomy and pathology review, imaging protocols, case studies and film critique. Prerequisites: RAD 103

RAD 133 CT of the Extremities 1-0-1
This course covers anatomy and pathology review, imaging protocols, case studies and film critique. Prerequisites: AHS 206, RAD 103, RAD 120,RAD 131, RAD 132, RAD 150

RAD 136 Radiographic Procedures II 2-3-3
This course provides instruction in radiographic procedures for visualization of the structures of the body. Prerequisites: RAD 130, RAD 152, BIO 210

RAD 150 Clinical Applications I 0-12-4
This course includes practice of hands-on clinical skills in hospital/outpatient environments. Prerequisites: Admission to CT Program

RAD 152 Applied Radiography I 0-6-2
This course introduces the student to the clinical environment of the hospital by providing basic instruction in the use of radiographic equipment and routine radiographic procedures. Prerequisite: Admission to RAD program

RAD 160 Clinical Applications II 0-18-6
This course is a continuation of practice of hands-on clinical skills in hospital/outpatient environments. Prerequisites: AHS 206, RAD 103, RAD 132, RAD 150

RAD 165 Applied Radiography II 0-15-5
This course provides an environment which allows the student to continue to receive instruction in the use of radiographic equipment and performance of radiographic procedures within the clinical environment of the hospital. Prerequisites: BIO 210, RAD 101, RAD 102, RAD 130, RAD 152

RAD 175 Applied Radiography III 0-15-5
This course provides the student with the clinical education needed for building competence in performing radiographic procedures within the clinical environment. Prerequisites: BIO 210, BIO 211, RAD 110, RAD 130, RAD 136, RAD 165

RAD 201 Radiation Biology 2-0-2
This course provides the student with the clinical education needed for building competence in performing radiographic procedures within the clinical environment. Prerequisite: RAD 101, RAD 102, RAD 110, RAD 115, BIO 211

RAD 210 Radiographic Imaging 3-0-3
This course provides a detailed study of advanced methods and concepts of imaging. Prerequisites: RAD 110, RAD 115, RAD 121, RAD 175

RAD 220 Selected Imaging Topics 3-0-3
This course includes instruction in advanced topics unique to the radiological sciences. Prerequisites: RAD 115, RAD 230, RAD 258

RAD 230 Radiographic Procedures III 2-3-3
This course provides instruction in special radiographic procedures. Prerequisites: RAD 121, RAD 136, RAD 175, BIO 211

RAD 235 Radiography Seminar I 1-0-1
This course provides instruction in selected areas of radiography that are unique or new to the field. Prerequisites: RAD 201, RAD 210, RAD 220, RAD 268

RAD 258 Advanced Radiography I 0-24-8
This course povides an environment for the student to function more independently while performing routine procedures in a working Radiology Department while also being more involved in advanced radiographic procedures. Prerequisites: RAD 121, RAD 136, RAD 175

RAD 268 Advanced Radiography II 0-24-8
This course provides an environment which allows the student to improve competence in the routine radiographic examinations, as well as advanced procedures, while continuing to build self-confidence in the clinical atmosphere. Prerequisites: RAD 210, RAD 230, RAD 258

RAD 278 Advanced Radiography III 4-12-8
This course provides an environment which allows the student to gain self-confidence and competence necessary in routine and advanced radiographic procedures in the clinical environment. Prerequisites: RAD 201, RAD 210, RAD 220, RAD 268

RAD 280 Advanced Imaging I 2-0-2
This course provides instruction in the advanced imaging technologies that are unique to the needs of the profession.
Prerequisites: AHS 206, RAD 103, RAD 132, RAD 150

RDG 031 Developmental Reading 3-0-3
This is a course designed for students who need improvement in basic reading skills. Based on assessment of student needs, instruction will include vocabulary, comprehension, and use of reference material. Placement by ASSET or COMPASS scores.

RDG 032 Developmental Reading 3-0-3
This is an intermediate course designed for students who need improvement in basic reading skills. Based on assessment of student needs, instruction will include vocabulary, comprehension, and use of reference material. Placement by ASSET or COMPASS scores and/or RDG 031.

REL 101 Introduction to Religion 3-0-3
This course provides a study of religion - the nature of religious belief and practice. Prerequisite: RDG 032

REL 102 Introduction to Biblical Study 3-0-3
This course is an introduction to the contemporary analysis of the Bible, including its historical background, writing and transmission, its principal persons and events, and its ideas and their significance for the present.
Prerequisite: RDG 032

RES 101 Introduction to Respiratory Care 2-3-3
This course includes introductory topics pertinent to entering the Respiratory Care Profession, i.e., medical terminology, ethical and legal issues. Basic respiratory pharmacology is discussed. Prerequisite: Admission to Respiratory Program

RES 111 Pathophysiology 1-3-2
This course is a study of the general principles and analyses of normal and diseased states. Prerequisites: RES 101, RES 121, RES 123, BIO 210

RES 121 Respiratory Skills I 3-3-4
This course includes a study of basic respiratory therapy procedures and their administration. Therapeutic modalities include administration of medical gases, chest physical therapy/postural drainage, and hyperinflation therapy, principles of universal precautions, and infection control practices and cardiopulmonary anatomy. Prerequisite: Admission to Respiratory Program

RES 123 Cardiopulmonary Pathophysiology 2-3-3
This course covers cardiopulmonary physiology and related systems. The mechanics of adult and pediatric ventilation and respiratory physiology are presented for both normal and abnormal lungs. A basic introduction to ECG's and related cardiac medications is provided. Prerequisite: Admission to Respiratory Program

RES 131 Respiratory Skills II 3-3-4
This course i a study of selected respiratory care procedures and applications. Artificial airways are introduced as well as methods for correct interpretation and proper clinical application of arterial blood gas measurements. Also, many aspects of mechanical ventilation systems are explored. Prerequisites: RES 101, RES 121, RES 123, BIO 210

RES 141 Respiratory Skills III 2-3-3
This course covers mechanical ventilation systems, pediatrics and associated monitors. Prerequisites: RES 131, BIO 211, RES 150

RES 150 Clinical Applications I 0-12-4
This course is the study of entry level clinical procedures in the hospital setting. Prerequisites: RES 101,RES 121, RES 123, and BIO 210

RES 152 Clinical Applications II 0-9-3
This course includes practice of respiratory care procedures in the hospital setting. Prerequisites: RES 111, RES 131, RES 150, BIO 211

RES 205 Neonatal Respiratory Care 1-3-2
This course focuses on cardio-pulmonary physiology, pathology, and management of the newborn patient.
Prerequisites: RES 232, RES 246, RES 249, RES 253, BIO 225

RES 232 Respiratory Therapy Therapeutics 2-0-2
This course is a study of specialty areas in respiratory care, including rehabilitation. Students are instructed on in-patient and family education procedures, pathophysiology of chronic lung disease, patient assessment, and psychosocial aspects of dealing with chronic lung disease. Prerequisites: RES 141 and RES 152, BIO 211

RES 236 Cardiopulmonary Diagnostics 2-3-3
This course focuses on the purpose, use, and evaluation of equipment/procedures used in the diagnosis and therapeutic management of patients with cardiopulmonary diseases. Prerequisites: RES 232, RES 246, RES 249, RES 253, BIO 225

RES 241 Advanced Respiratory Care Transition 0-3-1
This course provides a comprehensive review of advanced respiratory care. Prerequisites: RES 205, RES 236, RES 255, CPT 170, PHS 115

RES 246 Respiratory Pharmacology 2-0-2
This course includes a study of pharmacologic agents used in cardiopulmonary care. Prerequisites: RES 141, RES 152, BIO 211

RES 249 Comprehensive Applications 1-3-2
This coursed includes the integration of didactic and clinical training in respiratory care technology. Prerequisites: RES 141, RES 152, BIO 211

RES 253 Advanced Clinical Practice Studies I 0-18-6
This course includes clinical instructions in advanced patient care practice. Prerequisites: RES 141, RES 152, BIO 211

RES 255 Clinical Practice 0-15-5
This course includes clinical training with emphasis on Intensive Care. It includes practice in all areas of patient care, with an emphasis on intensive respiratory care and special procedures. Prerequisites: RES 232, RES 246, RES 249, RES 253, BIO 225

RES 274 Advanced Clinical Practice 0-12-4
This course includes clinical practice in advanced patient care procedures. Prerequisites: RES 205, RES 236, RES 255, PHS 115, CPT 170

SOC 101 Introduction to Sociology 3-0-3
This course ephasizes the fundamental concepts and principles of sociology, including culture, socialization, interaction, social groups and stratification, effects of population growth on technology in society, and social institutions. Prerequisites: ENG 032, RDG 032

SPA 101 Elementary Spanish I 3-3-4
This course is a study of the four basic language skills: listening, speaking, reading, and writing, including an introduction to the Spanish culture. Prerequisite: RDG 032

SPA 102 Elementary Spanish II 3-3-4
This course continues development of the basic language skills and the study of the Spanish culture. Prerequisite: SPA 101 with a grade of "C" or better

SPC 205 **Public Speaking** 3-0-3
This course is an introduction to the principles of public speaking with application of speaking skills. Prerequisite: ENG 101 with a grade of "C" of better

TDR 101 **Introduction to Truck Driving Training** 4-3-5
This course is an introduction to truck driver training.

TDR 102 **Fundamentals of Truck Driver Training** 3.5-1.5-4
This course covers the safe operation of a tractor-trailer on the open highway.

TDR 103 **Preparation for CDL Examination** 3-0-3
This course will prepare students for the South Carolina CDL examination, including rules, regulations, policies and driver practice.

WLD 103 **Print Reading I** 0.5-1.5-1.0
This is a basic course which includes the fundamentals of print reading, the meaning of lines, views, dimensions, notes, specifications, and structural shapes. Welding symbols and assembly drawings as used in fabrication work are also covered.

WLD 106 **Gas and Arc Welding** 2-6-4
This course covers the basic principles and practices of oxyacetylene welding, cutting and electric arc welding. Emphasis is placed on practice in fundamental position welding and safety procedures.

WLD 111 **Arc Welding I** 2-6-4
This course covers the safety equipment and skills used in the shielded metal arc welding process. Fillet welds are made to visual criteria in several positions.

WLD 113 **Arc Welding II** 2-6-4
This course is a study of arc welding of ferrous and/or non-ferrous metals.

WLD 115 **Arc Welding III** 2-6-4
This course covers the techniques used in preparation for structural plate testing according to appropriate standards.

WLD 132 **Gas Metal Arc Welding and Flux Core Arc Welding** 2-6-4
This course covers set up and adjustment of equipment and fundamental techniques for GMAW and FCAW on ferrous metal.

WLD 135 **Gas Tungsten Arc Welding** 2-6-4
This course covers the set-up and adjustment of equipment and fundamental techniques for GTAW on ferrous and non-ferrous metals.

WLD 154 **Pipe Fitting and Welding** 2-6-4
This is a basic course in fitting and welding pipe joints, either ferrous or non-ferrous, using standard processes.

WLD 225 **Arc Welding Pipe I** 2-6-4
This course covers the techniques used in shielded metal arc welding of groove welds on pipe.


2014-2015
COLLEGE CATALOG
COLLEGE PERSONNEL
ORANGEBURG-CALHOUN TECHNICAL COLLEGE

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Dale J. Yarbrough, Administrative Assistant

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Connie Hoffman, Data Coordinator
Ann Foley, Senior Applications Analyst

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Jessie Baxter-Singletary, Administrative Specialist

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Betty Benns, English Instructor
Lee Cobb, English Program Coordinator
Linda Huggins, Reading Instructor
Donna Kerr, Reading Program Coordinator
Dr. Gary Light, English Instructor
Ann McGill, English Instructor
Tamara Miles-Gantt, English Instructor
Deneshia Smith, English Instructor
Anthony Williams, Speech Instructor
William Hammond Wylie, English Instructor

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Dr. Debbie Gideon, Psychology Program Coordinator
Crystal Mallner, Instructor

History
Ashton Cobb, Instructor
Wallace Walling, Instructor

Mathematics
Debra Johnsen, Mathematics Program Coordinator
Connie Bowman, Instructor
Tyshawn Colter, Instructor
Janice Brunson, Instructor

Barbara Glen, Instructor
Pete Goddard, Instructor
Sam Shuler, Instructor

BIOLOGY/CHEMISTRY
Chris McElroy, Biology Instructor
Daniela Payne, Biology/Chemistry Instructor
Mary Pittman, Biology Lab Sciences Program Coordinator
Melissa Plummer, Biology, Agriculture Program Coordinator
Dr. Larry Williams, Biology Instructor

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Sylvia Wolfe, Phlebotomy Instructor
Lynn Fralix, Physical Therapy Program Coordinator
Shari Tanner, Physical Therapy Assistant Instructor
Amanda Coffey, Respiratory Therapy Program Coordinator
Kristi Marlow, Respiratory Therapy Clinical Coordinator
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Tiffany Stokes, Radiologic Technology Clinical Coordinator
Amy Westbury, Radiology Online Program Coordinator

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Rhonda Browning, Practical Nursing Program Coordinator
Dallas Collins, Certified Nursing Assistant Instructor
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Donna Hendrix, Associate Degree Nursing Instructor
Sue Ellen Laino, Associate Degree Nursing Instructor
Pat Macaruso, Associate Degree Nursing Senior Level Program Coordinator
Karen Mack, Associate Degree Nursing Instructor
Dana McAlhany, Associate Degree Nursing Instructor
Josephine L. Mitchell, Associate Degree Nursing Instructor
Laura Murphy, Associate Degree Nursing Instructor
Deborah Pigott, Certified Nursing Assistant Instructor
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Candance Tooley, Practical Nursing Program FLEX Coordinator/LPN to ADN Program Coordinator
Connie Varn, Associate Degree Nursing Program Coordinator

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Jimmie Johnson, Welding Program Coordinator
Michael Morris, Machine Tool Technology
David Odom, Graphics Engineering Program Coordinator
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Duane Reddick, Machine Tool Technology Program Coordinator
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Johnny Wilson, Industrial Electronics/Electricity InstructorProgram Coordinator
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Dr. Kathleen Dooley, Accounting Instructor
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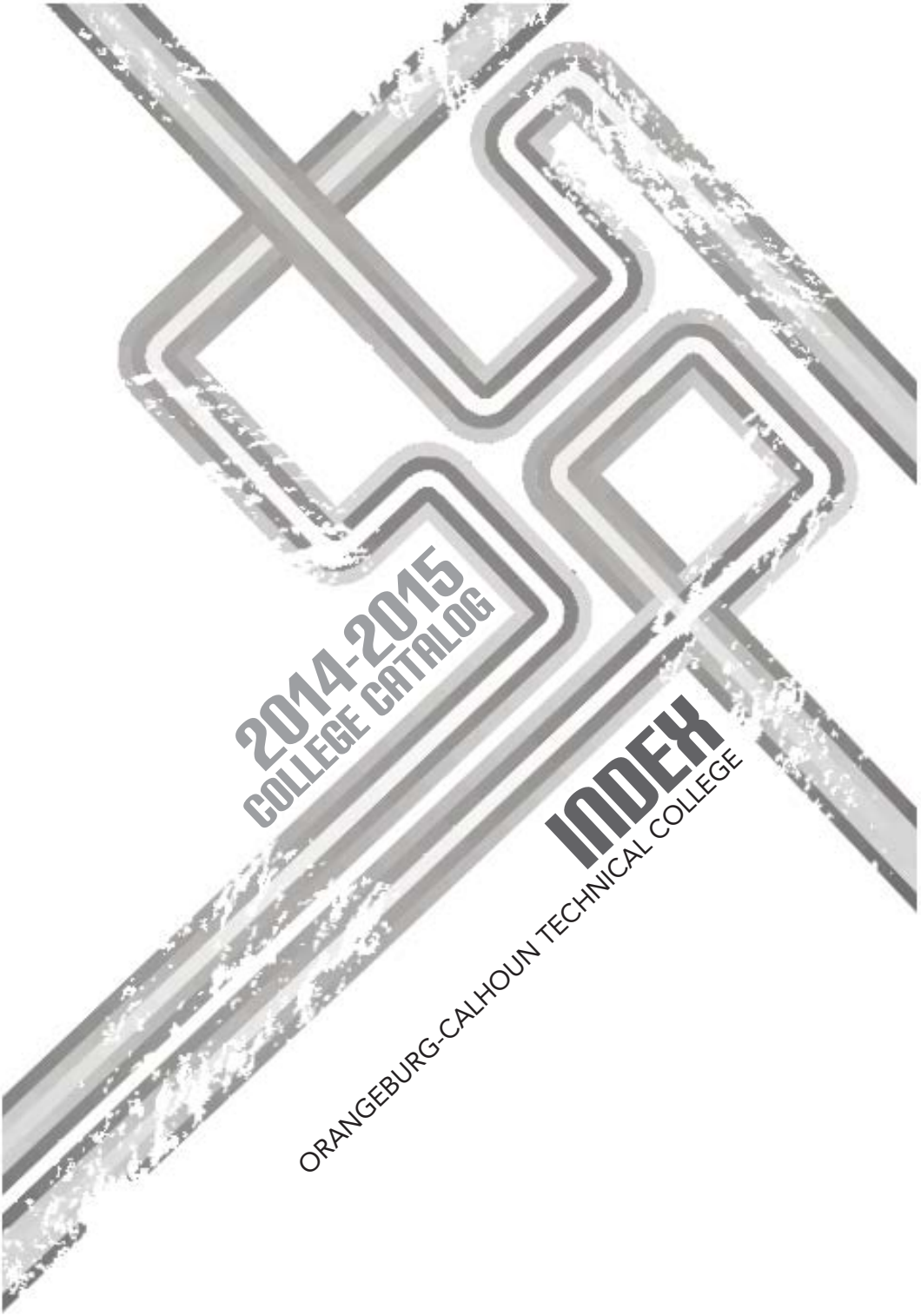
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COLLEGE CATALOG
INDEX
ORANGEBURG-CALHOUN TECHNICAL COLLEGE

Index